

**MEETING MINUTES**

**Wednesday, 20 January 2016**

**Commencing 2.00pm**

***Strategic Focus: Risk Workshop***

**Coffs Harbour Health Campus: Education Rooms 19-20**

**& Videoconference: PMCHC, PMQ MNCCI**

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
<b>A Attendance and Declarations</b>				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), Janine Reed (JReed), David Kennedy (DK), John Barrett (JB), Gail Whiteford (GW), Jan Ryan (JRyan)		For Noting	Chair	
Apologies: Stewart Dowrick, Stephen Begbie, Neville Parsons, Jo Sutherland		For Noting	Chair	
In Attendance: Kathleen Ryan (KR), Vanessa Edwards (VE), Mary Malouf (MM), Kathleen Ryan (KR), Tonia Easton (TE), Brian Whitefield (BW), Alan Tankel (AT), Elizabeth Ruthnam (ER)		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions – Neil is No longer an employee of the Credit Union		For Noting	Chair	
<b>B Presentations (2 hours)</b>				
<b>Item 1</b>	<b>Presentations</b>			
1.1	<p><b>Strategic Risk Workshop - Agenda</b></p> <ul style="list-style-type: none"> <li>• Introductions (5 mins)</li> <li>• Discussion on NSW Health Risk Management Framework and policy (15 mins)</li> <li>• Presentation on the objectives for the LHD Risk Management Program (20 mins)</li> <li>• Confirmation of the Governing Board’s role and responsibilities (20 mins)</li> <li>• Business Reporting (includes risk reporting) (15 mins)</li> <li>• What is valuable</li> <li>• What is not</li> <li>• Strategic Priority Areas – discussion on appetite for risk (45 mins)</li> </ul>	For discussion	Chair	<a href="#">1.1</a> <a href="#">1.1a</a> <a href="#">1.1b</a>
<p>KR introduced the team members who were in attendance at the Board Meeting who have been working on the project to identify and establish ways of managing the risks to MNSLHD. KR noted the process that has been carried out to date and the future plans for this project.</p> <ul style="list-style-type: none"> <li>• There was discussion in relation to risk identification and priorities</li> <li>• The role of the Board in the identification of risk was noted</li> <li>• The Board noted that the identified priorities will result in a change to the Strategic Priorities of the MNCLHD</li> <li>• It was indicated that the advice of the Executive would be sought so that the Executive and the Board would have a mutual understanding of Risk and our Risk Appetite</li> <li>• It was noted that community views will have an important role in finalising the Strategic Plan.</li> </ul>				
<b>Resolution:</b> The Board noted the upcoming Strategic Planning Workshop where there will be more				

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<p><b>discussion and development of the Risk Planning Matrix.</b></p> <p><b>At the closure of this meeting the Chair moved that KR pass on formal appreciation to the Consultant for their work and contribution to date.</b></p>					
<b>C Minutes of Governing Board</b>					
<b>Item 2</b>	2.1	Minutes of previous Meeting - 9 December 2015	For Endorsement	Chair	<a href="#">2.1</a>
	<b>Resolution:</b> That the Minutes of the Governing Board's meeting of 9 December 2015 be confirmed as a true and accurate record.				
<b>D Business Arising</b>					
<b>Item 3</b>	<b>Action Table and follow up</b>				
	3.1	Action Table	For Noting	Chair	<a href="#">3.1</a>
	<b>Resolution:</b> That the Governing Board note the update.				
<b>E Chief Executive's Report</b>					
<b>Item 4</b>	4.1	Chief Executive's Report and Attachments: <ul style="list-style-type: none"> <li>CE 1 – Macksville CSP Supplement</li> <li>CE 2 – Kempsey Refurb Tender options</li> <li>CE 3 – Correspondence re CHHC expansion</li> <li>CE 4 – KPI Report</li> <li>CE 5 – Draft MCNLDH Performance Review record</li> <li>CE 6 – Rural Health progress</li> </ul>	For Discussion		<a href="#">4.1</a> <a href="#">CE1</a> <a href="#">CE2</a> <a href="#">CE3</a> <a href="#">CE4</a> <a href="#">CE5</a> <a href="#">CE6</a>
	<ul style="list-style-type: none"> <li>KR presented the CEO report in SD's absence</li> <li>Noted comments in relation to staffing at the various hospital sites and the actions that have been taken to address these issues</li> <li>It was also noted that papers re Macksville were in preparation</li> </ul>				
	<b>Resolution:</b> That the Governing Board receive and note the information provided in Item 4.				
	<b>F Strategic Matters for discussion and/or endorsement</b>				
<b>Standing items</b>					
	5.1	Budget:	No Items	Chair	-
	5.2	Premier's Priorities for Health: <ul style="list-style-type: none"> <li>Improving service levels in hospital</li> <li>NEAT</li> <li>NEST</li> <li>Tackling Childhood Obesity</li> <li>Reducing Domestic Violence</li> </ul>	For Discussion	Chair/CE	-
	5.3	Quarterly Risk Reporting (to be submitted April, July, October, January)	No items	Chair	-
<b>Resolution:</b>					
<b>Other items</b>					
	5.3	Brief: Annual Media Snapshot – 2015	For Discussion	Chair	<a href="#">5.3</a>
<b>Resolution:</b> That the Governing Board review and note the media performance for 2015 and congratulate the media unit for their outstanding performance.					
	5.4	MNCLHD – Reflections 2011/12 to 2015/16 (Noted this document to be discussed at February meeting)	For Discussion	CE	<a href="#">5.4</a>

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	<b>Resolution: That the Governing Board review in preparation for discussion the February meeting.</b>			
5.5	Brief: Gifts and Benefits - Update	For Discussion	Chair	<a href="#">5.5</a>
	<ul style="list-style-type: none"> <li>VE to present proposals for fundraising at future Board Meeting.</li> </ul>			
	<b>Resolution: That the Governing Board review and note the update.</b>			
<b>G Directorate Updates (NIL items)</b>				
<b>H Recommendations from Governance Committees (NIL items)</b>				
<b>I (Item 8) Workplace Culture Action Plan (NIL Items)</b>				
<b>J Quality &amp; Safety (NIL items)</b>				
<b>K (Item 10) For Information of the Board (Discussion by exception)</b>				
<b>Item 10</b>	<b>Correspondence</b>			
10.1	Letter from HETI Re NSW Rural Generalist Training Program Pathway Development	For Discussion	Chair	<a href="#">10.1</a>
10.2	Policy Matters	For Noting	Chair	<a href="#">10.2</a>
	<b>Resolution: That the Governing Board receive and note the information provided in Item 10.</b>			
<b>L General Business</b>				
<b>Item 11</b>	<b>General Business &amp; Questions on Notice</b>			
11.1	Confidentiality (Standing item)	For Noting	Chair	-
11.2	Wrap-up – Grafton	For Discussion	Chair	-
	<b>Resolution: The Board support the actions taken by the CE and also its role in providing support to the Northern District, particularly in terms of Grafton residents</b>			
11.3	Janine – concerns claiming to be the home of Integrated Care			
	Due to these concerns KR will seek advice on how this is progressing and advise the Board.			
	<b>Resolution: That the Governing Board receive and note the information provided in Item 11.</b>			
<b>M Upcoming visits and events</b>				
<b>Item 12</b>	<b>2016</b>			
10 Feb	<b>Port Macquarie CHC – Strategic session 2 (Planning)</b>			
9 Mar	<b>Coffs Harbour Health Campus – David Kennedy advised that he is an apology for this meeting</b>			
13 April	<b>Wauchope District Hospital</b>			
11 May	<b>Nambucca HealthOne</b>			
8 June	<b>Port Macquarie CHC</b>			
<b>There being no further business the meeting closed at 5.30pm</b>				