

Mid North Coast Local Health District Governing Board Minutes

Date: Wednesday, 10 May 2023 Time: 11.45am – 3.45pm Venue: Port Macquarie Base Hospital

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Prof H. Cavanagh

Attendance: Prof H. Cavanagh, Dr J. Beange, Mr M. Coulter, Mr G. Humphreys, Mrs T. Singleton, Mr P. Treseder, Mrs S. McGinn, Hon L. Hartsuyker, Dr S. Salindera (MS Teams)

Apologies: Mrs J. Zirkler, Mr S. Dowrick

Observers: Mr P. Connor, Ms D. Kruk, Mrs L. Lawrence, Mrs A. Ryan

Declarations of Interest: NIL

ITEM 1. EXTRAORDINARY PRESENTATION

1.1 Ministry of Health Roadshow - Regional Health Strategic Plan

Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (Board) thanked the Regional Health team for their informative presentation and acknowledged their efforts of travelling to the region, delivering the Strategic Plan to staff.

ITEM 2. MINUTES AND ACTION TABLE

2.1 Minutes of Governing Board Meeting 12 April 2023

Resolution(s): The MNCLHD Governing Board endorsed Minutes of the 12 April meeting.

2.2 Action Table May 2023

Resolution(s): The Board accepted progress against action items.

Action(s): Review and revise Action Table and re-issue to the Board for their consideration.

ITEM 3. PATIENT / STAFF STORY

3.1 Clinical Nurse Consultant (CNC), Mid North Coast Cancer Institute (MNCCI)

Resolution(s): The Board thanked the People and Culture (PAC) sub-committee for providing the inspirational staff story of a Clinical Nurse Consultant working at MNCCI. These opportunities provide the Board with important insight into the work experiences of our staff and are greatly appreciated.

Action(s): Board to write to the Staff member, thanking them for sharing their story.



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ITEM 4. FOR DISCUSSION

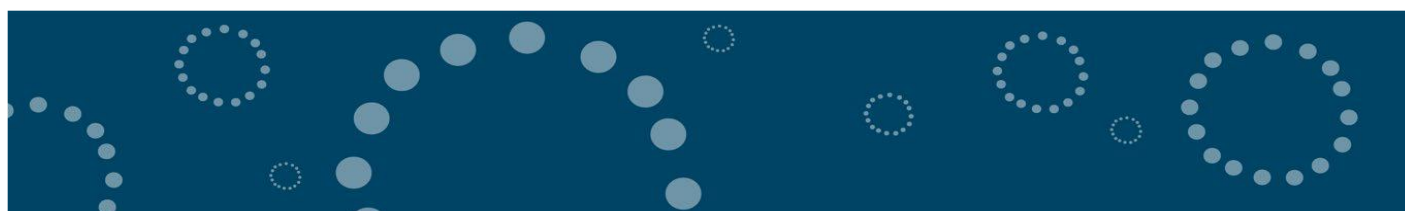
4.1	<p>Chief Executive's Summary</p> <p>The Chief Executive's summary provided an update on:</p> <ul style="list-style-type: none"> • Key Performance & Operational Metrics • Access to Primary Care • State VMO Contracts • Recruitment <p>Resolution(s):</p> <ul style="list-style-type: none"> • The Board accepted the Chief Executive's Summary and supporting attachments, acknowledging the implementation of new initiative Access to Primary Care. This service will explore new ways for people of all ages to access the health care they need. • The Board noted the decrease in the number of surgical ready for care patients waitlist and looks forward to seeing this trend continue.
4.2	<p>MNCLHD Strategic Scorecard</p> <p>Resolution(s): The Board noted the new Strategic Scorecard from the Finance team and discussed the proposed core set of deliverables.</p>
4.3	<p>Overview of Recruitment in MNCLHD (Action item 6.1 April 2023)</p> <p>Resolution(s): The Board discussed the document and members requested further information on how recruitment is currently being managed for clinical and non-clinical areas.</p> <p>Action(s): Provide high level flow charts (two) showing the recruitment process and timeframes for non-clinical and medical staff.</p>
4.3a	<p>Employment Trends</p> <p>Resolution(s): The Board discussed and accepted the report, highlighting the large workforce growth increase over the last three-year period.</p>
4.4	<p>New Public Interest Disclosures (PID) Act preparations</p> <p>Resolution(s): The Board discussed and accepted the report.</p>
4.5	<p>Aboriginal Cultural Safety and Security Framework (ACSSF) implementation plan update</p> <p>Resolution(s): The Board discussed and accepted the update, acknowledging it is a very clear and concise report.</p>
4.6	<p>External Communication for Aboriginal and Emotional Wellbeing Service (Action item 1.4a February 2023)</p> <p>Resolution(s): The Board accepted the update, commending the thorough work being undertaken to promote the Aboriginal Specialist Wellbeing Service (ASWS) throughout the District.</p>

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4.7	<p>Healthy North Coast (HNC) and MNC Virtual Care co-design submission update (Action item 1.10c February 2023)</p> <p>Resolution(s): The Board accepted the update, noting the positive outcomes from the Virtual Care service.</p>
4.8	<p>Prevention and Response to Violence Abuse and Neglect (PARVAN) implementation</p> <p>Resolution(s): The Board discussed and accepted the PARVAN implementation quarterly update.</p>
ITEM 5. FOR ENDORSEMENT	
5.1	<p>MNCLHD Governing Charter</p> <p>Resolution(s): The Board discussed the new Board Charter at length, requesting minor changes in wording.</p> <p>Action(s): Seek clarification of Act requirements and make amendments to Charter, then resubmit to Governing Board for consideration.</p>
ITEM 6. STANDING ITEMS	
6.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> Interviews for the new District Director Digital Health position have been completed with the successful applicant to be announced soon Interviews for Manager Media and Corporate Communications role will be conducted shortly.
6.2	<p>Board Member Staff Meetings</p> <p>Resolution(s): The Board noted the meetings with staff and the updates provided.</p> <p>Action(s): Further advice requested on Locum costs.</p>
6.3	<p>Enterprise Risk Report</p> <p>Resolution(s): The Board discussed and accepts the recommendation.</p> <p>Action(s): That the Board supports the Chief Executive writing to the MoH to seek clarity regarding state-wide capital expenditure forecasting.</p>
6.4	<p>MNCLHD Organisational Report (Service Agreement)</p> <p>Resolution(s): The Board discussed and accepted the report.</p>
ITEM 7. PRESENTATIONS	
7.1	<p>Aboriginal Health and Primary Partnerships (AHPP) Directorate Report – Amanda Ryan</p> <p>Resolution(s):</p> <ul style="list-style-type: none"> The Board noted the Directorate paper and thanked Amanda for her comprehensive and informative report.

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	<ul style="list-style-type: none"> The Board commended staff member, Richard Ball, who has been invited to present on the Parents in Child Nutrition Informing Community (PICNIC) program, at the International Society of Behavioural Nutrition and Physical Activity (ISBNPA) Annual meeting in Sweden. <p>Action(s): Board to write a congratulations letter to Richard Ball</p>
ITEM 8. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ	
8.1	<p>Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The Board accept the Chair’s Summary April 2023, Endorsed Minutes March 2023 and FOAM Report March 2023.</p>
8.2	<p>Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The Board accept the Chair’s Summary and Endorsed Minutes April 2023.</p>
8.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The Board accept the Chair’s Summary and Endorsed Minutes April 2023.</p>
8.4	<p>Board Sub-Committee: Close the Gap (CTG)</p> <p>Resolution(s): The Board accept the Chair’s Summary, Endorsed Minutes April 2023 and both the Aboriginal health Strategic Framework and CTG Governance Structure.</p>
8.5	<p>Board Sub-Committee: Local Health Advisory Council (LHAC)</p> <p>Resolution(s): The Board accept the Chair’s Report May 2023.</p>
ITEM 9. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
9.1	<p>Correspondence to Governing Board</p> <p>Resolution(s): The Board discussed and noted the correspondence.</p>
9.2	<p>General Business</p> <p>Resolution(s): No general business was discussed.</p>
ITEM 10. GOVERNING BOARD REFLECTIONS	
10.1	<p>The Board had considered discussions and reflected on the presentations and information provided.</p>
ITEM 10. CLOSE AND NEXT MEETING	
10.1	<p>The meeting closed at 3.00pm.</p>
10.2	<p>Next meeting – 14 June 2023, location Port Macquarie Health Campus</p>



MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Mr Luke Hartsuyker	Deputy Chair
Dr Jennifer Beange	
Michael Coulter	
Gary Humphreys	
Susan McGinn OAM	
Neil Porter	
Dr Shehnarz Salindera	
Tracy Singleton	
Peter Treseder AO	
Jennifer Zirkler	

Secretariat

Laney Lawrence	Governing Board Support Coordinator
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Right of Audience and Debate

Stewart Dowrick	Chief Executive
Delwyn Kruk	Manager Governance and Executive Services

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?

