

Mid North Coast Local Health District Governing Board Minutes



Date: Wednesday, 11 October

Time: 8.30am – 11.30am

Venue: Port Macquarie Base Hospital, Education Room 1

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Peter Treseder

Attendance: Mr P. Treseder, Mr M. Coulter, Mr G. Humphreys, Mrs J. Zirkler, Dr J. Beange, Hon L. Hartsuyker, Mrs S. McGinn, Dr S. Salindera, Mr S. Dowrick

Apologies: Mrs T. Singleton, Dr J. Beange, Ms T. Rosten

Observers: Ms L. Lawrence, Ms D. Kruk, Dr A. Bailey, Mr I. Treweek

Declarations of Interest: Nil

ITEM 1. MINUTES AND ACTION TABLE

1.1 Minutes of Governing Board Meeting, 13 September 2023

Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (The Board) endorsed Minutes of the 13 September meeting.

1.2 Action Table October 2023

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

ITEM 2. PATIENT / STAFF STORY

2.1 Patient Case Study – People and Culture (PAC) Sub-Committee

Resolution(s): The Board thanked the PAC sub-committee for their submission of a very positive patient feedback story. Board Members noted it would be great to read a Staff Story from People and Culture, when next submitting.

ITEM 3. FOR DISCUSSION

3.1 Chief Executive (CE) Summary

The Chief Executive's summary provided an update on:

- Budget
- Special Commission of Inquiry into Healthcare Funding
- Voice to Parliament
- Update from NSW Health Secretary, Ms Susan Pearce

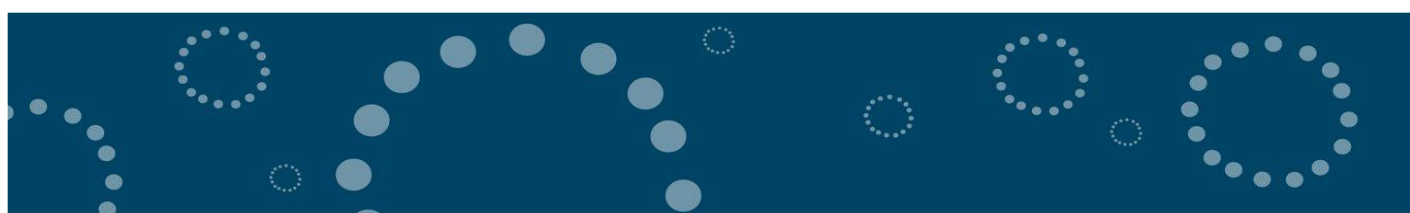
The CE advised that the NSW Health Secretary primarily discussed the budget and the challenges moving forward, highlighting the significant contribution to the system savings that would be made by HealthShare, NSW Pathology, also eHealth NSW.

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	<p>The CE noted that MNCLHD is required to create an Efficiency Improvement Plan, detailing planned strategies to generate cost savings.</p> <p>Resolution(s): The Board accepted the Chief Executive’s Summary.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Provide Budget Forecast, Efficiency Improvement Plan (EIP) and review outcome of Ken Barker’s audit of MNCLHD finances. b) Continue to provide the Board with updates from NSW Health Secretary regarding Ministry of Health vision of success. c) Provide the total percentage of variable costs, for the estimated savings. d) Advise detailed strategies of MNCLHD recruitment and retention program.
3.2	<p>Research Knowledge and Translation annual report</p> <p>Resolution(s): The Board accepted the report, noting a very comprehensive report from the Research and Knowledge Translation team.</p>
3.3	<p>Culture Transformation (PMES)</p> <p>Resolution(s): As PMES results are due to the Board for December meeting, this update was held over to December.</p> <p>Action(s): It is requested that People and Culture Directorate ensure a summary of the full report is provided to the Board, highlighting the top four priorities of focus for the District.</p>
3.4	<p>Ways of Working report</p> <p>Resolution(s): Due to absent Director, this update will be held over to November meeting.</p>
3.5	<p>Performance Development Review (PDR) Completion rates – manager level (Action item 3.4 September 2023)</p> <p>Resolution(s): The Board discussed the paper, noting 25 per cent of MNCLHD managers have not had their PDR.</p> <p>Action(s): CE to provide a detailed action plan to improve PDR rates.</p>
3.6	<p>eHealth Operating Model (Action item 3.11b March 2023)</p> <p>Resolution(s): The board thanked Digital Health Director, Ian Treweek, for providing a verbal update, and further information in his Directorate report.</p>
ITEM 4. FOR ENDORSEMENT	
4.1	Better Health Outcomes for North Coast Communities Memorandum of Understanding

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	<p>(MoU)</p> <p>The Board agreed the MoU was an excellent proposal, providing significant potential commercial savings through working with Healthy North Coast (HNC) and Northern NSW (NNSW) LHD on selected projects and services.</p> <p>Board members emphasised the importance of the Board receiving ongoing closely measured outcomes, to ensure the continuing benefits and viability of the MoU.</p> <p>Resolution(s): The Board accepted and endorsed the MoU.</p>
4.2	<p>Australian Cyber Security Centre (ACSC) Information Sharing Deed</p> <p>Resolution(s): The Board thanked Digital Health Director, Ian Treweek, for providing a detailed discussion regarding the Deed, and its purpose within MNCLHD.</p> <p>The Board accepted and endorsed the ACSC Information Deed.</p>
ITEM 5. STANDING ITEMS	
5.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> • The Chair welcomed CE Stewart Dowrick back from leave and made mention of thanks to Lydia Dennett for stepping in the role as Acting CE for six weeks with the utmost professionalism and dedication. • 2024 Governing Board meeting dates have been circulated, noting the various locations around the District. • The Chair advised he will complete 1:1 meetings with all members in December, as part of the annual Board evaluation process. <p>The Chair attended the Council of Chairs meeting in Sydney on Monday 9 October, addressed by both the Health Minister, Hon. Ryan Park, and Secretary, Ms. Susan Pearce. Noting priorities are:</p> <ul style="list-style-type: none"> • 2023/24 budget and workforce • Path to Net Zero – Sustainable Health Care • Voice to Parliament
5.2	<p>Board Member Staff Meetings</p> <p>Resolution(s): Nil.</p>
5.3	<p>Enterprise Risk Report</p> <p>Resolution(s): The Board discussed and accepted the report.</p>



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5.4	<p>MNCLHD Organisational Report (Service Agreement)</p> <p>Resolution(s): The Board discussed and accepted the report.</p>
ITEM 6. PRESENTATIONS	
6.1	<p>Research Knowledge and Translation Directorate Report – Andrew Bailey, Director</p> <p>Resolution(s): The Board noted the Directorate paper and thanked Andrew and his team for the comprehensive report.</p>
6.2	<p>Digital Health Directorate Report – Ian Treweek, Director</p> <p>Resolution(s): The Board accepted the Directorate Report and thanked Ian and his team for the detailed report.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Provide a one-page breakdown of services that are of the responsibility of MNCLHD and those of eHealth. b) Include explanation regarding MNCLHD’s maturity and any critical issues.
ITEM 7. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ	
7.1	<p>Board Sub-Committee: Finance and Performance (F&P)</p> <p>Resolution(s): The Board accept the September Chair’s summary, endorsed August minutes and August FOAM Report.</p>
7.2	<p>Board Sub-Committee: Health Care Quality Committee (HCQC)</p> <p>Resolution(s): The Board accepted the September Chair’s summary and endorsed minutes.</p>
7.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC)</p> <p>Resolution(s): The Board accepted the September Chair’s summary and August endorsed minutes.</p>
ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
8.1	<p>Correspondence to Governing Board</p> <p>Resolution(s): The Board discussed and noted the correspondence.</p> <p>General Business</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Bushfire preparedness to be the topic of the Business Continuity Plan workshop. b) CE to review MNCLHD volunteer strategies.

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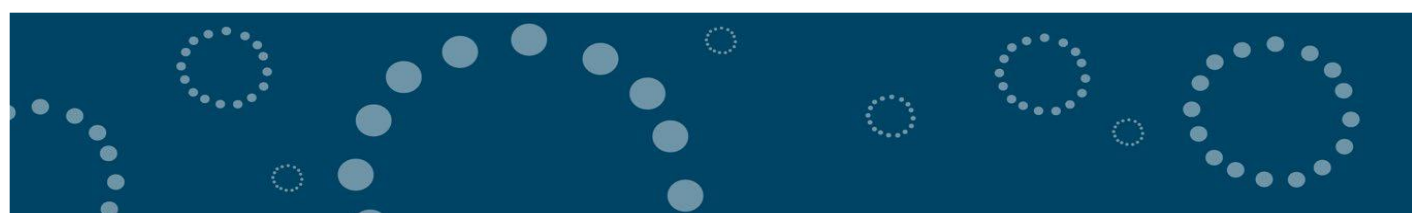
ITEM 9. GOVERNING BOARD REFLECTIONS

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| 9.1 | The Board considered discussions and reflected on the presentations and information provided. |
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ITEM 10. CLOSE AND NEXT MEETING

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| 10.1 | The meeting closed at 10.55am. |
| 10.2 | Next meeting – Wednesday, 8 November 2023
Location: Coffs Harbour Health Campus |

ENDORSED



MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Peter Treseder AO	Chair
Mr Luke Hartsuyker	Deputy Chair
Dr Jennifer Beange	
Michael Coulter	
Gary Humphreys	
Susan McGinn OAM	
Dr Shehnarz Salindera	
Tracy Singleton	
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?

