

Date: Wednesday, 12 July 2023 Time: 11.00am – 3.30pm Venue: Nambucca Valley Council Chambers

## ATTENDANCE AND DECLARATIONS

**Welcome and Acknowledgement of Country:** Peter Treseder, Chair

**Attendance:** Mr P Treseder, Dr J Beange, Ms J Zirkler, Mr M Coulter, Mrs S McGinn, Hon L Hartsuyker, Dr S Salindera

**Apologies:** Ms T Singleton, Mr G Humphries, Mr S Dowrick, Ms V Edwards

**Observers:** Mr P Connor, Ms T Howarth, Ms D Kruk, Mrs D Jecs (minute taker)

**Declarations of Interest:** NIL

## ITEM 1. INTRODUCTION

### 1.1 Board Chair Update

**The Board Chair provided an update on:**

- Inquiry into NSW Government's use and Management of consulting services
- NSW Health's review of local health district Governing Boards
- Governing Board ways of working
- Interim budget (three months to Sept)
- Second Board Member to support Sub Committee Chairs
- Reflection at the end of meetings.

**Resolution(s):** The Board agreed to the new start time of 8.30am for Board meetings commencing in August. The Board Chair will liaise with P Connor, L Hartsuyker and the Finance Committee to prepare the District's response to Ministry of Health's interim funding allocations for the first quarter of FY23/24. The reflection at the end of Board meetings will remain with amendments.

## ITEM 2. MINUTES AND ACTION TABLE

### 2.1 Minutes of Governing Board Meeting 12 June 2023

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

### 2.2 Action Table July 2023

**Resolution(s):** The Board requested the proposed Governing Board Charter be tabled for consideration and endorsement. The Board accepted progress against all other action items.

**Action(s):**

- Submit the Governing Board Charter for endorsement at August meeting.

### ITEM 3. PATIENT / STAFF STORY

3.1	<p>Patient Story regarding Palliative Care services at Port Macquarie Base Hospital</p> <p><b>Resolution(s):</b> The Board thanked the Director of Clinical Governance and Information Services and the Medical, Dental and Appointments Advisory Committee (MDAAC) for providing the insightful patient story of Mr A. These opportunities provide the Board with important insight into the experiences of our patients and are greatly appreciated.</p> <p><b>Action(s):</b> Include this Patient Story in the next audit review to ensure outcomes have been actioned and are sustainable, and resubmit to the Board in the next Consumer Relations Report.</p>
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### ITEM 4. FOR DISCUSSION

4.1	<p>Chief Executive's Summary</p> <p><b>Acting Chief Executive provided an update on:</b></p> <ul style="list-style-type: none"> <li>• Quality and Innovation Awards 2023</li> <li>• Key Performance and Operational Metrics</li> <li>• Interim Service Agreement for the first quarter of 2023/24</li> <li>• 2022/23 financial result</li> <li>• MNC Virtual (MNCVC)</li> <li>• Aboriginal Health Strategic Framework</li> <li>• Capital works</li> <li>• Deputy Secretary site visit</li> </ul> <p><b>Resolution(s):</b> The Board accepted the Chief Executive's Summary, positively noting the continued decrease of surgery waiting list across the District.</p> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>• Send thank you letter to Director Communications and Strategic Relations for the impeccable organisation of the 2023 MNCLHD Innovation Awards.</li> <li>• Chief Executive to follow up with Director People and Culture about medical recruitment strategies and submit high-level dot point advice to August meeting.</li> </ul>
4.2	<p>Culture Transformation (People Matters Employee Survey Action Plan)</p> <p><b>Resolution(s):</b> The Board noted and accepted the update.</p>
4.3	<p>Information on Board processes</p> <p><b>Resolution(s):</b> The Board discussed the effectiveness of the processes and noted the submission.</p>



4.4	<p>Nous Board Workshops Summary Report</p> <p><b>Resolution(s):</b> The Board discussed the recommendations, noted the follow up actions and agreed to oversee actions within the aligned sub-committees and others.</p> <p><b>Action(s):</b> These suggested actions are to be included into Board Planner.</p>
4.5	<p>Industrial Matters</p> <p><b>Resolution(s):</b> The Board noted the update on industrial matters.</p>
<b>ITEM 5. FOR ENDORSEMENT</b>	
5.1	<p>People and Culture (PAC) Sub-Committee Terms of Reference (TOR)</p> <p><b>Resolution(s):</b> The Board noted and endorsed the submitted Terms of Reference.</p>
<b>ITEM 6. STANDING ITEMS</b>	
6.1	<p>Board and Staff Meetings</p> <p><b>Resolution(s):</b> The Board noted the meetings with staff and the updates provided.</p>
6.2	<p>Enterprise Risk Report</p> <p><b>Resolution(s):</b> The Board discussed and accepted the report.</p>
6.3	<p>MNCLHD Organisational Report (Service Agreement)</p> <p><b>Resolution(s):</b> The Board discussed and accepted the report.</p>
<b>ITEM 7. PRESENTATIONS</b>	
7.1	<p>Clinical Governance and Information Systems (CGIS) Directorate Report, Teresa Howarth, Acting Director CGIS</p> <p><b>Resolution(s):</b> The Board noted the Directorate paper and thanked Ms Howarth for her succinct and informative report.</p>
7.2	<p>Communications and Strategic Relations (CCS) Directorate Report</p> <p><b>Resolution(s):</b> The Board discussed and accepted the report, positively noting the exceptional quality of the material produced by the Comms team. Also noted was the sound advice and assessment of various issues provided by the Director.</p>
<b>ITEM 8. SUB-COMMITTEES AND CLINICAL COUNCILS</b>	
8.1	<p>Board Sub-Committee: Finance and Performance</p>

	<p>8.1.1 Chair Report 8.1.2 Endorsed Minutes 8.1.3 Finance and Performance Update</p> <p><b>Resolution(s):</b> The Board accept the Chair’s Summary June 2023, endorsed Minutes May 2023 and Finance and Performance Update May 2023.</p>
8.2	<p>Board Sub-Committee: Health Care Quality</p> <p>8.2.1 Chair Report 8.2.2 Endorsed Minutes</p> <p><b>Resolution(s):</b> The Board accept the Chair’s Summary and endorsed Minutes June 2023.</p>
8.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>8.3.1 Chair Report 8.3.2 Endorsed Minutes</p> <p><b>Resolution(s):</b> The Board accept the Chair’s Summary and endorsed Minutes June 2023.</p>
8.4	<p>Board Sub-Committee: Local Health Advisory Council</p> <p>8.4.1 Chair Report 8.4.2 Endorsed Minutes</p> <p><b>Resolution(s):</b> The Board accept the Chair’s Summary, endorsed Minutes April 2023.</p>
<b>ITEM 9. GENERAL BUSINESS / CORRESPONDENCE</b>	
9.1	<p>Correspondence to Governing Board</p> <p><b>Resolution(s):</b> The Board discussed and noted the correspondence.</p>
<b>ITEM 10. GOVERNING BOARD REFLECTIONS</b>	
10.1	<p>The Board had considered discussions on the presentations and information provided.</p> <p>The Board agreed to feedback via the Board email any conversations with staff from morning teas etc. for inclusion as an addendum to the next meeting.</p>
<b>ITEM 10. CLOSE AND NEXT MEETING</b>	
10.1	The meeting closed at 1.41pm.
10.2	Next meeting will commence at 8.30am on 9 August 2023, at Port Macquarie Health Campus



## 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	
Neil Porter	
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?