

Date: Wednesday, 6 December 2023

Time: 8.30am – 12.00pm

Venue: Grant Street, Port Macquarie

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Mr P. Treseder AO

Attendance: Mr P. Treseder, Hon L. Hartsuyker, Mr M. Coulter, Mrs J. Zirkler, Mrs T. Singleton, Mrs S. McGinn, Dr J. Beange, Dr S. Salindera (phone)

Apologies: Mr G. Humphreys

Observers: Mr S. Dowrick, Ms D. Kruk, Ms L. Lawrence, Dr B. O’Connell, Ms R. Milkins, Ms M. Mearns, Ms C. Heise, Ms T. Rosten, Ms R. McBride, Mr D. Saunders

Declarations of Interest: Nil

ITEM 1. MINUTES AND ACTION TABLE

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| 1.1 | <p>Minutes of Governing Board Meeting, 8 November 2023</p> <p>Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (The Board) endorsed Minutes of the 8 November Board meeting.</p> |
| 1.2 | <p>Action Table November 2023</p> <p>Resolution(s): The Board accepted progress against action items.</p> |

ITEM 2. PATIENT / STAFF STORY

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| 2.1 | <p>Patient Case Study – Medical and Dental Appointments Advisory Council (MDAAC)</p> <p>Resolution(s): The Chair thanked the MDAAC for sharing the patient story which detailed appreciation of professionalism and care of staff at Macksville District Hospital.</p> |
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ITEM 3. FOR DISCUSSION

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| 3.1 | <p>Audit Review Committee (ARC) Annual Chair report (presentation)</p> <p>Resolution(s): The Board thanked Ms Rosemary Milkins for providing an informative presentation of ARC’s key focus areas including Internal Audit program, risks and areas of concern. It was reported the Committee concluded that the District operates with strong governance, control, compliance and auditing frameworks and policies. The Board noted the extreme risk identified for the District, in Cyber security.</p> <p>Action(s): ARC presentation requested by Board Members to be placed into Diligent Resources.</p> |
| 3.2 | <p>Budget Forecast and Efficiency Improvement Plan (EIP)</p> <p>Resolution(s): The Board accepted the submission of the Efficiency Improvement Plan (EIP)</p> |

	which was heard as an in camera session.
3.3	<p>Chief Executive's (CE) Summary</p> <p>The Chief Executive's summary provided an update on:</p> <ul style="list-style-type: none"> • Budget and MoH Expenditure Review • Budget • Special Commission of Inquiry into Healthcare Funding <p>Resolution(s): The Board accepted the Chief Executive's Summary which was heard as part of an in camera session.</p> <p>Action(s): The Board requested number of pacemakers implanted in the District.</p>
3.4	<p>People Matter Employee Survey (PMES) results</p> <p>Resolution(s): The Board discussed the report, acknowledging the efforts of the People & Culture team in summarising a large amount of data into a clear and concise brief.</p>
3.5	<p>Consumer Compliments & Complaints quarterly report</p> <p>Resolution(s): The Board accepted the thorough report, noting the District achieved more compliments than complaints in the quarter.</p>
3.6	<p>Community Engagement Register report</p> <p>Resolution(s): The Board reviewed the report and discussed the positive work being done around community engagement.</p>
3.7	<p>MNCLHD Service Reviews update</p> <p>Resolution(s): The Board accepted the update and was pleased with the progress of outstanding recommendations.</p>
3.8	<p>Serious Adverse Event Review (SAER) Recommendations: reporting update</p> <p>Resolution(s): The Board discussed the report, noted there are no high-risk issues and acknowledged the steady progress of recommendations.</p>
3.9	<p>MNCLHD Aboriginal Health performance report 2022-23</p> <p>Resolution(s): The Board accepted the yearly report, congratulating the Aboriginal Health team for the clear brief, appreciating the outstanding snapshot overview.</p>
3.10	<p>MNCLHD Digital Health responsibilities vs eHealth (Action 6.2a October 2023)</p>



	<p>Resolution(s): The Board discussed the report and the Chair requested a revised brief with a breakdown of responsibilities.</p> <p>Action(s): Provide list of individual items and/or services advising which are the responsibility of MNCLHD Digital Health and which are located with eHealth i.e: desktop PC or email services, etc.</p>
3.11	<p>MNCLHD Digital Health Essential 8 Risk Plan (Action 6.2b November 2023)</p> <p>Resolution(s): The Board accepted the Essential 8 Risk Plan, acknowledging the increasing information security risk within NSW Government agencies, and look forward to strengthening our focus in 2024.</p> <p>Action(s): The Board have requested for urgent progress of suggested recommendations from the Chief Executive and Digital Health Director.</p>
3.12	<p>Sexual Harassment Legislation update</p> <p>Resolution(s): The Board welcomed the update on the recent changes in legislation and agreed on the importance that the District is being proactive in this space.</p>
3.13	<p>MNCLHD submission to the Special Commission Inquiry into Healthcare Funding</p> <p>Resolution(s): The Board accepted the submission.</p>

ITEM 4. FOR ENDORSEMENT

4.1	<p>MNCLHD Sustainable Healthcare Framework (presentation)</p> <p>Resolution(s): The Board endorsed the MNCLHD Sustainable Healthcare Framework and Implementation Plan, thanking the newly formed Sustainable Healthcare team for their comprehensive research and presentations.</p> <p>Action(s): Research paper of 'Low value healthcare' requested by Board Members to be placed into Diligent Resources.</p>
4.2	<p>MNCLHD Risk Appetite Statement 2023</p> <p>Resolution(s): The Board endorsed the MNCLHD Risk Appetite Statement, noting the Members' concerns of the current information security risk.</p>

ITEM 5. STANDING ITEMS

5.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> • The Chair formally thanked his fellow Board members, Chief Executive and Senior Executives for their commitment and hard work, particularly over the past year. • Recent Board Member one-on-one discussions have provided important feedback and
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	<p>the Chair thanked Members for their commitment and ongoing support to the District.</p> <ul style="list-style-type: none"> The inaugural Healthcare Service Plan Steering Committee meeting was held in November with data collection progress and consultation to begin early 2024.
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>
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>Nil.</p>
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 December Chair’s Summary, endorsed November minutes and report.</p>
7.2	<p>Board Sub-Committee: Health Care Quality Committee (HCQC)</p> <p>Resolution(s): The Board accepted the November Chair’s Summary and endorsed October minutes.</p>
7.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC)</p> <p>Resolution(s): The Board accepted the November Chair’s Summary and endorsed October minutes.</p>
7.4	<p>Board Sub-Committee: Close the gap (CTG)</p> <p>Resolution(s): The Board accepted the October Chair’s Summary and endorsed minutes.</p>
7.5	<p>Board Sub-Committee: Audit and Risk (ARC)</p> <p>Resolution(s): The Board accepted the September endorsed minutes.</p>
7.6	<p>Board Sub-Committee: Local Health Advisory Council (LHAC)</p>



	Resolution(s): The Board accepted the December Chair’s Summary and endorsed October minutes.
ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
8.1	Correspondence to Governing Board Resolution(s): The Board noted the correspondence provided.
ITEM 9. GOVERNING BOARD REFLECTIONS	
9.1	The Board considered discussions and reflected on the presentations and information provided.
ITEM 10. CLOSE AND NEXT MEETING	
10.1	The meeting closed at 11.30am.
10.2	Next meeting – Wednesday, 7 February 2024. Location: 35 Grant Street, Port Macquarie

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?