

Date: Wednesday, 7 February 2024

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 S. Salindera, Mr G. Humphreys, Dr J. Beange (TEAMs)

Apologies:

Observers: Mr S. Dowrick, Ms D. Kruk, Ms L. Lawrence

Declarations of Interest: Nil

ITEM 1. MINUTES AND ACTION TABLE

1.1	Minutes of Governing Board Meeting, 6 December 2023 Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (the Board) endorsed Minutes of the 6 December Board meeting.
1.2	Action Table February 2024 Resolution(s): The Board accepted progress against action items.

ITEM 2. DIRECTORATE PRESENTATIONS

2.1	<p>MNCLHD Executive Leadership Team (ELT) and Chief Executive each presented their Directorate overviews to the Board:</p> <ul style="list-style-type: none"> • Lydia Dennett, Coffs Clinical Network Coordinator • Jo Campbell, Acting Hastings Macleay Clinical Network Coordinator • Carolyn Heise, Director Nursing and Midwifery Services • Penny Jones, Director Integrated Mental Health, Alcohol and Other Drugs • Jill Wong, Director Integrated Care, Allied Health and Community Services • Dr Valerie Delpech, Director Population and Public Health • Robyn Martin, Director Aboriginal Health and Primary Partnerships • Taresa Rosten, Director People and Culture • Vanessa Edwards, Director Communications and Strategic Relations • Melanie Mearns, Director Internal Audit and Risk • Ian Treweek, Director Digital Health • John Slaven, Director Finance and Performance • Dr Philip Hoyle, Director Medical Services and Clinical Governance • Dr Andrew Bailey, Director Research and Knowledge Translation • Stewart Dowrick, Chief Executive <p>Resolution(s): The Chair thanked each member of the ELT for joining the meeting and</p>
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providing information on directorate 2023 overviews and 2024 priorities.

ITEM 3. FOR DISCUSSION

3.1	<p>Budget and Efficiency Improvement Plan (EIP) update</p> <p>Resolution(s): Director Finance and Performance provided an EIP update and the Board advised they look forward to seeing ongoing improvement in the District's financial position. Discussion regarding tracking the financial benefits achieved by the EIP, as well as assurances that the risks at an operational level align with the risk framework.</p> <p>Action(s): Independent report from Director Internal Audit and Risk to capture, advise and monitor risks. Ensure presentation is distributed to the Board for their information.</p>
3.2	<p>Review of MNCLHD Finances by Ken Barker</p> <p>Resolution(s): The Board accepted the review of MNCLHD finances by Ken Barker, with the Chair thanking Mr Barker for his time in providing a detailed summary.</p>
3.3	<p>Chief Executive's (CE) Summary</p> <p>The Chief Executive provided a verbal update on the District's financial sustainability.</p> <p>Resolution(s): The Board accepted the Chief Executive's Summary.</p>
3.4	<p>Governing Board Annual Evaluation</p> <p>Resolution(s): The Chair thanked all Board members for their engagement and feedback.</p> <p>Action(s): Create skills matrix displaying the Board member's areas of expertise.</p>
3.5	<p>MNCLHD Digital Health update</p> <p>Resolution(s): The Board discussed the Digital Health update, with members agreeing immediate action must be taken to progress the strategy and project work to mitigate extreme risks within the District.</p> <p>Action(s): Digital Health strategy, framework and project plan with timeline, to be submitted to the Board out of session within two weeks.</p>
3.6	<p>ICT Services summary</p> <p>Resolution(s): The Board reviewed the summary.</p>

ITEM 4. FOR ENDORSEMENT



4.1	<p>MNCLHD Corporate Governance Plan</p> <p>Resolution(s): The Board endorsed the MNCLHD Corporate Governance Plan, thanking Delwyn Kruk, Manager Governance and Executive Services, for her work on this important document.</p>
4.2	<p>MNCLHD Governing Board Annual Planner 2024</p> <p>Resolution(s): The Board endorsed the MNCLHD Governing Board Annual Planner 2024.</p> <p>Action(s): Quarterly Cyber Incident Report to be created and submitted to the Board.</p>
ITEM 5. STANDING ITEMS	
5.1	<p>Governing Board Chair’s Report – verbal update</p> <ul style="list-style-type: none"> • Focus remains on financial sustainability. • MNCLHD Chair and Chief Executive joint communication on MNCLHD’s Commitment to Racism and initiating a staff working group. • MNCLHD Healthcare Service Plan internal consultation underway across the District, which will take a number of months and will include key external stakeholders also. • Mandatory online training to be communicated to Board members for completion. • NSW Health Board Member yearly Conference will be held virtually 18 March 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> <p>Action(s): This report is to include all extreme risks, both strategic and operational.</p>
5.4	<p>MNCLHD Organisational Report (Service Agreement)</p> <p>Resolution(s): The Board discussed and accepted the report.</p>
ITEM 6. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ	
6.1	<p>Board Sub-Committee: Finance and Performance (F&P)</p> <p>Resolution(s): The Board accepted the December and January Chair’s Summary, endorsed minutes and reports.</p>



6.2	Board Sub-Committee: Health Care Quality Committee (HCQC) Resolution(s): The Board accepted the December Chair’s Summary and endorsed November minutes.
6.3	Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC) Resolution(s): The Board accepted the December Chair’s Summary and endorsed November minutes.
6.4	Board Sub-Committee: Close the Gap (CTG) Resolution(s): The Board accepted the December Chair’s Summary and endorsed minutes.
6.5	Board Sub-Committee: People and Culture (PAC) Resolution(s): The Board accepted the December Chair’s Summary and endorsed minutes. Action: Provide update on infrastructure at Port Macquarie Base Hospital
ITEM 7. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
7.1	Correspondence to the Board Resolution(s): NIL
ITEM 8. GOVERNING BOARD REFLECTIONS	
8.1	The Board considered discussions and reflected on the presentations and information provided.
ITEM 9. CLOSE AND NEXT MEETING	
9.1	The meeting closed at 12.30pm.
9.2	Next meeting – Wednesday, 13 March 2024 Location: Bellingen Shire Memorial Hall – 35 Hyde Street, Bellingen



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 DISCUSSIONS 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 in Diligent resources) 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?

