

DATE: Wednesday, 8 February 2023
TIME: 11.00am – 3.30pm
VENUE: Rydges Hotel, Port Macquarie

Item / Description	
Attendance and Declarations	
Welcome: Prof H. Cavanagh Acknowledgement of Country: Prof H. Cavanagh	
Present: Dr J. Beange, Prof H. Cavanagh, Mr M. Coulter,, Hon L. Hartsuyker, , Mrs S. McGinn, Mr N. Porter, Dr S. Salindera, Mrs T. Singleton, Mr P. Treseder, Mrs J. Zirkler In Attendance: Mr S. Dowrick, Ms D. Kruk, Ms B. White	
Apologies: Mr G. Humphreys, Ms C. Death	
Observers: Kathleen Ryan, Director Clinical Governance and Information Services Paul Connor, Director Finance and Performance Carolyn Heise, Director Nursing and Midwifery Services Taresa Rosten, Director People and Culture Simon Joice, Deputy Director People and Culture Lydia Dennett, Coordinator Coffs Clinical Network, General Manager Coffs Harbour Health Campus Jo Campbell, A/Coordinator Hastings Macleay Clinical Network, General Manager Port Macquarie Base Hospital Penny Jones, Director Integrated Mental Health, Alcohol and Other Drug Services (TEAMS) Kate Meredith, A/Director Integrated Care, Allied Health and Community Services Dr Valerie Delpesch, A/Director Population and Public Health Amanda Ryan, A/Director Aboriginal Health and Primary Partnerships Vanessa Edwards, Director Communications and Strategic Relations Dr Andrew Bailey, Director Research and Knowledge Translation (TEAMS) Melanie Mearns, A/Director Internal Risk and Audit Kelly Trimmer, Executive Officer	
Declarations of Interest: nil.	
Item 1. Directorate Presentations	
1.1	Stewart Dowrick, Chief Executive Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.
1.2	Jo Campbell, A/Coordinator Hastings Macleay Clinical Network, General Manager Port Macquarie Base Hospital Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.
1.3	Carolyn Heise, Director Nursing and Midwifery Services

	<p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.4	<p>Penny Jones, Director Integrated Mental Health, Alcohol and Other Drug Services</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide communication to external partners on IMHAOD’s Aboriginal and Emotional Wellbeing Service. Provide an update on the Mental Health Consumer Experience KPI initiatives at the Coffs Harbour Health Campus and Kempsey District Hospital.
1.5	<p>Dr Andrew Bailey, Director Research and Knowledge Translation</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.6	<p>Kathleen Ryan, Director Clinical Governance and Information Services</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.7	<p>Paul Connor, Director Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.8	<p>Simon Joice, Deputy Director People and Culture and Taresa Rosten, Director People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.9	<p>Lydia Dennett, Coordinator Coffs Clinical Network, General Manager Coffs Harbour Health Campus</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.10	<p>Kate Meredith, A/Director Integrated Care, Allied Health and Community Services</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide update on the Hospital in the Home KPI initiatives. Provide update on the Hospital in the Home prescription availability at Nambucca and Bellingen. Provide update on the Healthy North Coast and MNCLHD Virtual Care co-design submission.
1.11	<p>Dr Valerie Delpech, A/Director Population and Public Health</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.12	<p>Amanda Ryan, A/Director Aboriginal Health and Primary Partnerships</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>

1.13	<p>Vanessa Edwards, Director Communications and Strategic Relations</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p> <p>Action(s): a) Consider external access to The Pulse articles.</p>
1.14	<p>Melanie Mearns, A/Director Internal Risk and Audit</p> <p>Resolution(s): The MNCLHD Governing Board noted the presentation and priorities.</p>
1.15	<p>Governing Board Annual Directorate Report</p> <p>The new Governing Board Annual Directorate Report was discussed with the Directors.</p>
Item 2. Minutes and Action Table	
2.1	<p>Minutes of Governing Board Meeting 7 December 2022</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 7 December 2022.</p>
2.2	<p>Action Table February 2023</p> <p>Resolution(s): The MNCLHD Governing Board accepted progress against action items.</p>
2.3	<p>Confirmation of Agenda</p> <p>Resolution(s): No amendments to agenda.</p>
Item 3. For Discussion	
3.1	<p>Patient Story – Health Care Quality Sub-Committee</p> <p>The Governing Board commended the Patient Story.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Patient Story.</p> <p>Action(s): b) Consider a satellite or outreach Stroke Clinic at Kempsey.</p>
3.2	<p>Chief Executive’s Summary</p> <p>The Chief Executive provided an update on:</p> <ul style="list-style-type: none"> • Access targets and surgery • Budget • Recruitment and retention • Executive Leadership Team movements. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive’s Summary and attachments.</p>

	<p>Action(s):</p> <ul style="list-style-type: none"> a) Provide update on the Macksville District Hospital CT Scanner. b) Congratulate Helen Mears on OAM Award. c) Provide advice on the increase in Workers' Compensation claims. d) Provide update on overdue SAER recommendations.
3.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for December 2022</p> <p>The performance across the District was noted.</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p>
3.4	<p>MNCLHD Quarterly Board Report – July – September 2022</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Quarterly Board Report.</p>
3.5	<p>Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Provide a summary of outcomes from Exit Interviews and how these are reported. b) Provide an update of employment retention targets. c) Provide an update on the Sexual Health Service. d) Consider including the Risk Rating in the summary of risk table.
3.6	<p>Anderson Report Recommendations (Staff Safety)</p> <p>The Governing Board commended the People and Culture Directorate on the completion of the Anderson Report Recommendations.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Anderson Report Recommendations (Staff Safety) update.</p> <p>3.6.1 Anderson Report Recommendations – Violence Prevention and Management Training Requirements (Action Item 5.2a November 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Violence Prevention and Management Training Requirements paper.</p>
3.7	<p>MNCLHD Preadmission Project – Draft</p> <p>The Governing Board commended the MNCLHD Preadmission Project Draft.</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Preadmission Project.</p> <p>Action(s):</p> <ul style="list-style-type: none"> a) Consider developing opportunities for improvement as recommendations. b) Provide timeline for implementation of recommendations.

3.8	<p>Pricewaterhouse Coopers Review – Final Report (Action Item 4.13 December 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Pricewaterhouse Coopers Review – Final Report</p> <p>Action(s):</p> <ol style="list-style-type: none"> a) Provide summary of outcomes of the medical officers meeting . b) Provide advice on the report methodology and validation of the report data. c) Provide any key insights by the Head Of Departments.
3.9	<p>MNCLHD Ways of Working Update (Action Item 4.10a October 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p>
3.10	<p>Community Engagement Sub-Committee Annual Report (Action Item 5.4d November 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a) Provide an update on the Community Engagement Plan.
3.11	<p>MNCLHD Local Health Advisory Council</p> <p>The membership of the Health Advisory Council is currently under review and will align with the Close the Gap Sub-Committee review.</p> <p>Resolution(s): The MNCLHD Governing Board endorsed to review and combine the MNCLHD Partnering with Consumers Committee (PCC) and One District Consumer Reference Groups (CRG) combined and re-established as MNCLHD Local Health Advisory Council.</p>
3.12	<p>Patient Story Update (Action Item 3.1c November 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p>
3.13	<p>Dorrigo Wi-fi Update (Action Item 4.20 December 2022 meeting)</p> <ul style="list-style-type: none"> • The paper was discussed in detail. • Further detail to be provided in the ICT update paper scheduled for the March 2023 meeting. <p>Resolution(s): The MNCLHD Governing Board noted the Dorrigo Wi-Fi Update paper.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a) ICT update scheduled for March 2023 meeting to include solutions for Dorrigo Wi-fi.
3.14	<p>Interpretation of Cardiotocography (CTG) (Action Item 6.7 November 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p>
3.15	<p>Board Member Staff Meeting Update (Action Item 5.4 December 2022 meeting)</p> <p>The paper was discussed in detail including out of area surgical procedures.</p>

	<p>Resolution(s): The MNCLHD Governing Board noted the paper.</p> <p>Action(s): a) Consider internal communication to staff on staffing levels, vacancies and retention.</p>
3.16	<p>PARVAN Quarterly Update</p> <p>Resolution(s): The MNCLHD Governing Board noted the update.</p>
Item 4. For Endorsement	
4.1	See Item 3.11
Item 5. Standing Items	
5.1	<p>Governing Board Chair’s Report – verbal update</p> <ul style="list-style-type: none"> • Visits to Port Macquarie Base Hospital by Premier Perrottet, Health Minister Hazzard, and Regional Health Minister Taylor. • Provide Voluntary Assisted Dying paper at March 2023 Governing Board meeting.
5.2	<p>Board Member Staff Meetings</p> <p>The Governing Board noted the meeting with staff and the update provided.</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p>
Item 6. Board Submissions – to be taken as read	
6.1	Board Sub-Committees – to be taken as read
	<p>6.1.1 Board Sub-Committee: Finance and Performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary January 2023 and December 2022; Endorsed Minutes December and November 2022 and FOAM Report December and November 2022.</p>
	<p>6.1.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary November 2022; and Endorsed Minutes November 2022.</p>
	<p>6.1.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary December 2022; Endorsed Minutes December 2022.</p>
	<p>6.1.4 Board Sub-Committee: Audit and Risk</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes December and September 2022.</p>

Item 7. Annual Planner	
7.1	Resolution(s): The MNCLHD Governing Board noted the Annual Planner.
Item 8. General Business without notice and Correspondence (to be taken as read)	
	Response to correspondence (Action Item 9.2 November 2022 meeting)
8.1	Resolution(s): The MNCLHD Governing Board noted the correspondence.
Item 9. Governing Board Reflections	
9.1	Nil
Item 10. Next Meeting	
11.1	8 March 2023, Kempsey District Hospital
Item 12. In-Camera Session for Discussion/Presentations	
12.1	Refer to In-Camera Minutes
Item 13. Close	
13.1	The meeting closed at 4.30pm.

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

Brooke White

Right of Audience and Debate

Stewart Dowrick	Chief Executive
Delwyn Kruk	Corporate Governance Manager

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?