

Date: Wednesday, 8 November 2023

Time: 8.30am – 12.00pm

Venue: Coffs Harbour Health Campus

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Peter Treseder AO

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

Apologies: Dr J. Beange

Observers: Mr S. Dowrick, Ms L. Lawrence, Ms P. Jones, Ms V. Delpech, Ms T. Lemin, Ms C. Heise, Ms D. Kruk (TEAMS)

Declarations of Interest: NIL

ITEM 1. MINUTES AND ACTION TABLE

1.1	<p>Minutes of Governing Board Meeting, 11 October 2023</p> <p>Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (The Board) endorsed Minutes of the 11 October Board meeting.</p>
1.2	<p>Action Table October 2023</p> <p>Resolution(s): The Board accepted progress against action items.</p>

ITEM 2. PATIENT / STAFF STORY

2.1	<p>Patient Case Study – Health Care Quality Committee (HCQC)</p> <p>Resolution(s): The Board thanked the HCQC for sharing the patient story which detailed learnings for improved patient transfer of care and communication.</p>
-----	--

ITEM 3. FOR DISCUSSION

3.1	<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 Efficiency Improvement Plan (EIP) • Key Performance and Operational Metrics • Matthew Daly, Deputy Secretary, visit to the MNCLHD <p>Resolution(s): The Board accepted the Chief Executive's Summary.</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>

	<p>program and acknowledged it will assist in delivering budget outcomes towards the sustainability of the District.</p>
3.3	<p>Prevention and Response to Violence Abuse and Neglect (PARVAN) update</p> <p>Resolution(s): The Board accepted the PARVAN update.</p>
3.4	<p>Serious Adverse Event Review (SAER) report</p> <p>Resolution(s): The Board discussed the report, acknowledging the need to have explanations around the number within the report.</p> <p>Action(s): Future SAER reports to include commentary to add context.</p>
3.5	<p>MNCLHD Recruitment and Retention program detailed strategies (Action item 3.1 October 2023)</p> <p>Resolution(s): The Board accepted the reported strategies.</p>
3.6	<p>MNCLHD Digital Health maturity and critical issues (Action item 6.2b October 2023)</p> <p>Resolution(s): The Board reviewed the report and discussed the need for immediate clarification of Essential 8 risk levels.</p> <p>Action(s): Review Essential 8 risk levels, with clarification of responsibility.</p>
3.7	<p>MNCLHD Safety and Quality Account 2022-2023</p> <p>Resolution(s): The Board discussed and accepted the Safety and Quality Account.</p>
3.8	<p>Net Zero Leadership Guidance for Boards</p> <p>Resolution(s): The Board accepted the submission and agreed the MNCLHD Sustainable Healthcare Committee will become a sub-committee of the Board, with Board member, Mr Michael Coulter, volunteering to sit on the Committee as a Board representative.</p>
3.9	<p>Luminosity Youth Summit 2023</p> <p>Resolution(s): The Board appreciated the update of our ongoing sponsorship of the Luminosity Youth Summit.</p>
3.10	<p>NSW Performance Framework</p> <p>Resolution(s): The Board accepted the submission and confirmed the changes to the 2023/24 NSW Health Performance Framework.</p>

ITEM 4. FOR ENDORSEMENT

- | | |
|-----|--|
| 4.1 | Delegations Manual update

Resolution(s): The Board Endorsed the Delegations Manual update. |
|-----|--|

ITEM 5. STANDING ITEMS

- | | |
|-----|--|
| 5.1 | Governing Board Chair's Report – verbal update <ul style="list-style-type: none"> • The MNCLHD Healthcare Service Plan Steering Committee has been developed to create a comprehensive planning document that provides service direction and priorities over a 5-10-year horizon, with specific focus on the issues which affect the health of the catchment population and the delivery of services. This Committee will be chaired by MNCLHD Governing Board Chair. • Both the District Director of Medical Services (DDMS) and Director Finance and Performance roles have been recruited to and successfully filled. • Annual Public Meeting is scheduled for 6 December in Port Macquarie. |
| 5.2 | Board Member Staff Meetings

Resolution(s): The Board noted the meeting with staff and the updates provided. |
| 5.3 | Enterprise Risk Report

Resolution(s): The Board discussed and accepted the report. |
| 5.4 | MNCLHD Organisational Report (Service Agreement)

Resolution(s): The Board discussed and accepted the report.

Action(s): Confirm if the MNCLHD digital risk has been captured within reporting. |

ITEM 6. PRESENTATIONS

- | | |
|-----|---|
| 6.1 | Population and Public Health Directorate Report
Dr Valerie Delpech, Director Population and Public Health

Resolution(s): The Board members congratulated Valerie on providing a clear and informative Directorate report, acknowledging her productive team. |
| 6.2 | Integrated Mental Health, Alcohol, and Other Drugs (IMHAOD)
Penny Jones, Director IMHAOD

Resolution(s): The Board noted the paper and thanked Penny and her wider team for the comprehensive report, providing the Board with a greater understanding of the IMHAOD Directorate. |



6.3	<p>Emergency Management simulation exercise Carolyn Heise, Director Nursing and Midwifery and Trish Lemin, Disaster Manager</p> <p>Resolution(s): The Board Chair congratulated Carolyn and Trish for providing the Board with an informative and entertaining presentation, with Board Members acknowledging their significant learnings through the engaging exercise.</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 October Chair’s Summary, Endorsed September Minutes and FOAM Report.</p>
7.2	<p>Board Sub-Committee: Health Care Quality Committee (HCQC)</p> <p>Resolution(s): The Board accepted the October Chair’s Summary and Endorsed September Minutes.</p>
7.3	<p>Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC)</p> <p>Resolution(s): The Board accepted the October Chair’s Summary and Endorsed September Minutes.</p>
7.4	<p>Board Sub-Committee: People and Culture (PAC)</p> <p>Resolution(s): The Board accepted the September Chair’s Summary and Endorsed September Minutes.</p>
ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
8.1	<p>Correspondence to Governing Board</p> <p>Resolution(s): NIL</p>
ITEM 9. GOVERNING BOARD REFLECTIONS	
9.1	<p>The Board considered discussions and reflected on the presentations and information provided.</p>
ITEM 10. CLOSE AND NEXT MEETING	
10.1	<p>The meeting closed at 11.20am</p>
10.2	<p>Next meeting – Wednesday, 6 December 2023 Location: Corporate Office, 35 Grant Street, Port Macquarie</p>



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
----------------	-------------------------------------

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?

