

Mid North Coast Local Health District Governing Board Minutes

Date: Wednesday, 9 August 2023

Time: 11.00am – 3.30pm

Venue: Port Macquarie Community Health Campus

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Peter Treseder

Attendance: Mr P. Treseder, Mr M. Coulter, Mr G. Humphreys, Mrs J. Zirkler, Mrs T. Singleton (TEAMs), Dr J. Beange (TEAMs)

Apologies: Hon L. Hartsuyker, Mrs S. McGinn, Dr S. Salindera

Observers: Mr P. Connor, Ms L. Lawrence, Ms D. Kruk, Ms M. Mearns, Mr S. Dowrick, Ms D. Willcox, Ms L. Dennett

Declarations of Interest: NIL

ITEM 1. MINUTES AND ACTION TABLE

1.1	Minutes of Governing Board Meeting, 12 July 2023 Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (The Board) endorsed Minutes of the 12 July meeting.
1.2	Action Table August 2023 Resolution(s): The Board accepted progress against action items.

ITEM 2. PATIENT / STAFF STORY

2.1	Patient Case Study – Local Health Advisory Council (LHAC) Resolution(s): The Board thanked the Local Health Advisory Council for sharing the patient story, providing the Board with understanding about Patient Transport and Allied Health's positive impact they have on patients and carers and their health journey.
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ITEM 3. FOR DISCUSSION

3.1	Chief Executive's Summary The Chief Executive's summary provided an update on: <ul style="list-style-type: none"> • Budget • Service Agreement 2023/24 • Key Performance and Operational Metrics • Minister Park's visit to Coffs Harbour Health Campus • Meeting with Michael Kemp – Member for Oxley Resolution(s): The Board accepted the Chief Executive's Summary and attachment and requested a summary and update of the Life Styles Inventory.
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	<p>Action(s):</p> <ul style="list-style-type: none"> • Provide summary of Life Styles Inventory report to the Board • Consider joint Governing Board and Leadership Team discussion • Organise tours of facilities for the Board
3.2	<p>Research Governance Activity and Metrics Report</p> <p>Resolution(s): The Board accepted the report, noting a very good result from the Research and Knowledge Translation team.</p>
3.3	<p>Asset Management Plan (AMP) and Strategic Asset Management Plan (SAMP) annual report</p> <p>Resolution(s): The Board accepted the reports, observing the volume and quality of work undertaken to provide thorough and comprehensive annual documents. The Board discussed the District's maturity on methodology, modelling and predictive maintenance scheduling.</p> <p>Action(s):</p> <ul style="list-style-type: none"> • Discuss methodology modelling with MOH Asset Management Team.
3.4	<p>MNCLHD compliance with Treasury's Asset Management Policy (Action item 1.3a July 2022)</p> <p>Resolution(s): The Board accepted the report.</p>
3.5	<p>MNCLHD Preventative Maintenance Contracts (Action 8.1 June 2023) and Major Material Risk and Compliance (Action items 4.5 June 2023)</p> <p>Resolution(s): The Board discussed and accepted the paper, noting new Action at 3.3.</p>
3.6	<p>Voluntary Assisted Dying (VAD) legislation update (Action item 5.1 February 2023)</p> <p>Resolution(s): The Board accepted the paper and thanked the Clinical Governance team for the up to date, noting the tight timeframes for recruitment and training.</p>
3.7	<p>Aboriginal and Indigenous Health collaboration (Action item 5.3 April 2023)</p> <p>Resolution(s): The Board accepted the paper.</p>
3.8	<p>Aboriginal and Torres Strait Islander readmissions (Action item 3.12 April 2023)</p> <p>Resolution(s): The Board discussed the submission and noted the thoroughness of the paper.</p>
3.9	<p>Prevention and Response to Violence, Abuse and Neglect (PARVAN) update</p> <p>Resolution(s): The Board accepted the update</p>



ITEM 4. FOR ENDORSEMENT

4.1	<p>Governing Board Charter</p> <p>Resolution(s): The Board accepted and endorsed the Governing Board Charter.</p>
4.2	<p>Attestation Corporate Governance</p> <p>Resolution(s): The Board discussed the submission at length noting there are qualifications in the Attestation. A Corporate Governance Plan will provide framework for the District’s approach to governance in the future and provide processes on roles and responsibilities, and what the Board is required to endorse and when. Questions were also raised regarding the District’s Workforce Plan which will provide support and capabilities across all functions. It was noted that both these documents need to link with the Strategic Plan.</p> <p>Action(s):</p> <ul style="list-style-type: none"> • Complete the outstanding qualifications and provide update to the Board on progress.
4.3	<p>Attestation Internal Audit Risk Management (IARM)</p> <p>Resolution(s): The Board accepted the paper.</p>
4.4	<p>Attestation Clinical Governance and Information Services</p> <p>Resolution(s): The Board accepted and endorsed the Clinical Governance and Information Services Attestation.</p>

ITEM 5. STANDING ITEMS

5.1	<p>Governing Board Chair’s Report – verbal update</p> <ul style="list-style-type: none"> • Thank you to those Board members who attended the Truth Telling this month at Kempsey District Hospital • Noted the resignation of Finance and Performance Director Mr Paul Connor and thanked him for his contribution, particularly for providing leave relief for the Chief Executive • The Chair thanked all Board members for their commitment and support in contributing to the District’s sub-committees.
5.2	<p>Board Member Staff Meetings</p> <p>Resolution(s): The Board noted the meetings with staff and the updates provided.</p>
5.3	<p>Enterprise Risk Report</p> <p>Resolution(s): The Board discussed and accepted the report.</p>



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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>Ms Deborah Willcox, Deputy Secretary, Health System Strategy and Patient Experience, NSW Ministry of Health</p> <p>Resolution(s): The Board Chair thanked Ms Willcox for providing the Board with an extensive informative discussion that included:</p> <ul style="list-style-type: none"> • The importance of awareness of the current parliamentary inquiries that are underway and how they impact staff and communities • Working with Aged Care, PHN and NSW Health on health reform to improve systems and processes • Capital investment in our region • Financial governance in health.
6.2	<p>Finance and Performance (F&P) Directorate Report – Paul Connor, Director F&P</p> <p>Resolution(s): The Board noted the Directorate paper and thanked Paul and his team for the comprehensive report.</p>
6.3	<p>Internal Audit and Risk (IAR) Directorate Report – Melanie Mearns, Director IAR</p> <p>Resolution(s): The Board accepted the Directorate Report and thanked Melanie and her team for the detailed report.</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 June Chair’s Summary, Endorsed June Minutes and July FOAM Report.</p>
7.2	<p>Board Sub-Committee: Health Care Quality Committee (HCQC)</p> <p>Resolution(s): The Board accepted the July Chair’s Summary.</p>
7.3	<p>Board Sub-Committee: Audit and Risk (A&R)</p> <p>Resolution(s): The Board accepted the Endorsed July Minutes.</p>
7.4	<p>Board Sub-Committee: Close the Gap (CTG)</p> <p>Resolution(s): The Board accepted the July Chair’s Summary and Endorsed Minutes.</p>



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7.3	Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC) Resolution(s): The Board accepted the July Chair's Summary.
ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)	
8.1	Correspondence to Governing Board Resolution(s): The Board discussed and noted the correspondence.
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 2.34pm
10.2	Next meeting – Wednesday, 13 September 2023 Location: Education Room, Kempsey District Hospital

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?

