

Date: Wednesday, 13 March 2024

Time: 8.30am – 12.00pm

Venue: Bellingen River District Hospital

## ATTENDANCE AND DECLARATIONS

**Welcome and Acknowledgement of Country:** Mr P. Treseder AO

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

**Apologies:**

**Observers:** Mr S. Dowrick, Ms L. Dennett, Ms J. Campbell, Mr J. Slaven, Ms D. Kruk, Ms L. Lawrence (Minutes)

**Declarations of Interest:** Nil

## ITEM 1. MINUTES AND ACTION TABLE

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| 1.1 | Minutes of Governing Board Meeting, 7 February 2023<br><br><b>Resolution(s):</b> The Mid North Coast Local Health District (MNCLHD) Governing Board (the Board) endorsed Minutes of the 7 February Board meeting. |
| 1.2 | Action Table March 2024<br><br><b>Resolution(s):</b> The Board accepted progress against action items.  |

## ITEM 2. STAFF STORY

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| 2.1 | Staff Story – People and Culture (PAC) Sub-Committee<br><br><b>Resolution(s):</b> The Board thanked the PAC committee for facilitating a staff story from a newly arrived nurse to our District from the recent MNCLHD overseas recruitment initiative. The story provided invaluable feedback into the whole recruitment process, timeline from application to starting in MNCLHD, along with the personal challenges the overseas recruits may face.<br><br><b>Action(s):</b> Investigate delay in reimbursement of funds for overseas recruits. |
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## ITEM 3. FOR DISCUSSION

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| 3.1 | Financial Recovery Plan update<br><br><b>Resolution(s):</b> Finance and Performance Director provided a newly developed report, for updating the Board on the MNCLHD financial recovery plan, and the Chair thanked the CE and Finance and Performance Director for the work they and their teams have put into streamlining the data, and eagerly await positive reflection of monetary efficiencies.<br><br><b>Action(s):</b> To include a dashboard summary showing actual vs target for each initiative. |
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3.2	<p>Chief Executive Summary</p> <p>The Chief Executive provided a verbal update:</p> <ul style="list-style-type: none"> <li>• MNCLHD financial sustainability</li> <li>• Surgical waitlist reductions</li> <li>• Patient safety in collaborative care arrangements</li> </ul> <p><b>Resolution(s):</b> The Board accepted the Chief Executive’s Summary.</p>
3.3	<p>Cyber Incident quarterly report</p> <p><b>Resolution(s):</b> The Board accepted the newly implemented quarterly report, thanking the Digital Health Director for putting together a clear and concise report.</p> <p><b>Action(s):</b> Update of funding for the establishment of a tailored, practical and fully functional Information Security Management System (ISMS) and roadmap to achieving Essential 8 Level 2 maturity across the District.</p>
3.4	<p>Consumer Compliments and Complaints quarterly report</p> <p><b>Resolution(s):</b> The Board accepted the report, with the Chair noting a concise and easy to read report, which provides an opportunity for the Board to recognise the excellent work on continuous improvement initiatives, with the team delivering several improvements to systems and service provision across the District.</p>
3.5	<p>Research Governance metrics Report</p> <p><b>Resolution(s):</b> The Governing Board thanked Dr Andrew Bailey and his team for the comprehensive report and congratulated them for achieving 100% of Site Specific Assessments (SSA) to target, which is above the NSW result of 91%.</p>
3.6	<p>Performance Development Review (PDR) bi-annual report</p> <p><b>Resolution(s):</b> The Board reviewed and accepted the PDR report.</p> <p><b>Action(s):</b> Provide clarification on both Clinical Governance and People and Culture Directorates completion rates.</p>

**ITEM 4. FOR ENDORSEMENT**

4.1	<p>MNCLHD Governing Board Stakeholder Engagement Plan</p> <p><b>Resolution(s):</b> The Board endorsed the MNCLHD Governing Board Stakeholder Engagement Plan.</p> <p><b>Action(s):</b> Add Medical Staff Council committees to the stakeholder engagement plan.</p>
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4.2	<p>MNCLHD Governing Board Charter review 2024</p> <p><b>Resolution(s):</b> The Board endorsed the MNCLHD Governing Board Charter 2024, noting a few additions.</p> <p><b>Action(s):</b></p> <ul style="list-style-type: none"> <li>a) Include culture in the Core Values, under section 2</li> <li>b) Include Audit &amp; Risk Committee (ARC) meeting summary after each quarterly meeting in Board papers</li> <li>c) Directors to be invited to Board meetings twice throughout each year, and provide 1 x Directorate report and 1 x informal verbal update, along with Director Bio.</li> </ul>
<b>ITEM 5. STANDING ITEMS</b>	
5.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> <li>• Reminder for all Board members to complete mandatory online modules by end of March 2024</li> <li>• Official launch of the Better Health Outcomes for North Coast Communities Memorandum of Understanding (MoU) between MNCLHD, Healthy North Coast (HNC) and Northern NSW Local Health District (NNSWLHD) on 10 April 2024</li> <li>• NSW LHD Board virtual Conference with NSW Secretary on 18 March 2024</li> </ul>
5.2	<p>Board Member Staff Meetings</p> <p><b>Resolution(s):</b> Nil</p>
5.3	<p>Enterprise Risk Report</p> <p><b>Resolution(s):</b> The Board discussed the report, noting multiple risks are above target.</p> <p><b>Action(s):</b> Advise timeline of plan to reduce risks currently above target.</p>
5.4	<p>MNCLHD Organisational Report (Service Agreement)</p> <p><b>Resolution(s):</b> The Board discussed and accepted the report.</p>
<b>ITEM 6. PRESENTATIONS</b>	
6.1	<p>Coffs Clinical Network Directorate Report – Lydia Dennett</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board noted the Directorate paper and thanked Lydia and her team for the report. The Board discussed the recent telephony system concerns at Coffs Harbour Health Campus and have asked to be kept updated.</p> <p><b>Action(s):</b> Advise ongoing updates to the Board regarding the telephony system at Coffs Harbour.</p>



6.2	Hastings Macleay Clinical Network Directorate Report – Jo Campbell  <b>Resolution(s):</b> The MNCLHD Governing Board noted the Directorate paper and thanked Jo and her team for the report.
<b>ITEM 7. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ</b>	
7.1	Board Sub-Committee: Finance and Performance (F&P)  <b>Resolution(s):</b> The Board accepted the February Chair’s Summary, January endorsed minutes and reports.
7.2	Board Sub-Committee: Health Care Quality Committee (HCQC)  <b>Resolution(s):</b> The Board accepted the February Chair’s Summary and endorsed January minutes.
7.3	Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC)  <b>Resolution(s):</b> The Board accepted the February Chair’s Summary and endorsed December minutes.
<b>ITEM 8. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)</b>	
8.1	Correspondence to the Board  <b>Resolution(s):</b> The Board discussed recent correspondence to the Governing Board.
<b>ITEM 9. GOVERNING BOARD REFLECTIONS</b>	
9.1	The Board considered discussions and reflected on the presentations and information provided.
<b>ITEM 10. CLOSE AND NEXT MEETING</b>	
10.1	The meeting closed at 10.20am
10.2	Next meeting – Wednesday, 10 April 2024 Location: 35 Grant Street, Port Macquarie



## 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?