

Mid North Coast Local Health District Governing Board Minutes

Date: Wednesday, 14 June 2023

Time: 11.45am – 3.45pm

Venue: Port Macquarie Community Health Campus

ATTENDANCE AND DECLARATIONS

Welcome and Acknowledgement of Country: Prof H. Cavanagh

Attendance: Prof H. Cavanagh, Mr M. Coulter, Mr G. Humphreys, Mrs T. Singleton, Mr P. Treseder, Mrs S. McGinn, Hon L. Hartsuyker, Dr S. Salindera (MS Teams) Mrs J. Zirkler (MS Teams)

Apologies: Dr J. Beange

Observers: Mr S. Dowrick, Mr P. Connor, Ms L. Lawrence, Ms C Heise, Ms D. Kruk (MS Teams)

Declarations of Interest: NIL

ITEM 1. EXTRAORDINARY PRESENTATION

1.1 Health Care Complaints Commission (HCCC) Overview Presentation – Ms Sue Dawson, HCCC Commissioner

Resolution(s): The Mid North Coast Local Health District (MNCLHD) Governing Board (Board) thanked Ms Dawson for the comprehensive report, informative presentation, and discussion.

ITEM 2. MINUTES AND ACTION TABLE

2.1 Minutes of Governing Board Meeting, 10 May 2023

Resolution(s): The MNCLHD Governing Board endorsed Minutes of the 10 May meeting.

2.2 Action Table June 2023

Resolution(s): The Board accepted progress against action items.

ITEM 3. PATIENT / STAFF STORY

3.1 Patient Case Study – Refugee / Multicultural Health

Resolution(s): The Board thanked the Health Care Quality Committee (HCQC) Sub-Committee for the powerful and emotional patient case study. The Board sincerely appreciates the rare insight these submissions provide and is thankful to both staff and patients for sharing their experiences.

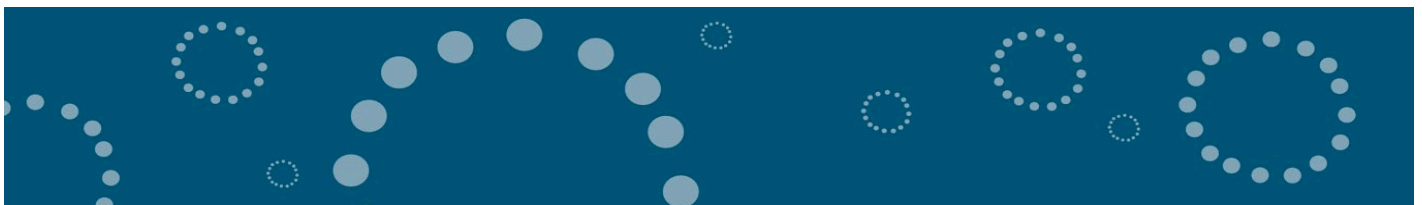
Action(s): Write to the patient and their family, thanking them for sharing their story.



Mid North Coast Local Health District Governing Board Minutes

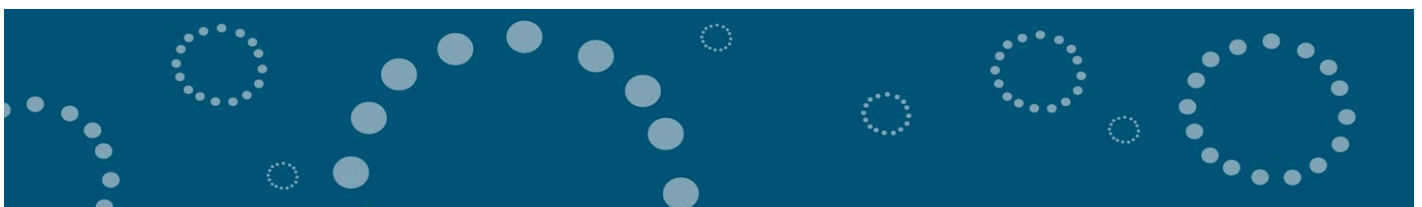
ITEM 4. FOR DISCUSSION

4.1	<p>Chief Executive's Summary</p> <p>The Chief Executive's summary provided an update on:</p> <ul style="list-style-type: none"> • Meeting with Minister Park • Recent industrial activity • Strategic Plan alignment • Parliamentary Secretary for Health and Regional Health, Dr Holland visit to Port Macquarie Mid North Coast Cancer Institute (MNCCI). <p>Resolution(s): The Board accepted the Chief Executive's Summary and attachment, positively noting the continued decrease of surgery waiting list across the District.</p> <p>Action(s):</p> <ul style="list-style-type: none"> • Provide outline of the process of tabling items at the NSW Health System Advisory Council, through MNCLHD appointed delegates. • Provide update on any future education/community reminders about targeted campaigns regarding sexually transmitted diseases.
4.2	<p>MNCLHD Strategic Plan 2022-2032 alignment</p> <p>Resolution(s): The Board noted that the volume of work undertaken to align the MNCLHD Strategic Plan 2022-2032 with NSW Future Health and Rural and Regional Health Plan 2022-2032 was as thorough and steadfast as possible.</p>
4.3	<p>KPI Summary (Action item 3.2a April 2023)</p> <p>Resolution(s): The Board discussed the final KPI document, with all members in agreement.</p> <p>Action(s): Governing Board Coordinator to upload KPI document to Diligent for Board members' future reference.</p>
4.4	<p>Consumer Feedback Report</p> <p>Resolution(s): The Board discussed and accepted the report, positively noting the number of compliments far outweigh complaints across the District.</p>
4.5	<p>Capital Works Infrastructure Annual Report</p> <p>Resolution(s): The Board discussed and accepted the update, acknowledging the very clear and concise report.</p> <p>Action(s): Provide a brief showing the major material sections of the framework regarding risk and compliance.</p>



Mid North Coast Local Health District Governing Board Minutes

4.6	<p>Local E-Health Operating Model (Action item 3.11b March 2023)</p> <p>Resolution(s): The Board accepted the paper, with Board members in agreement that more information is to be provided.</p> <p>Action(s): Provide further information regarding the Digital Health and ICT Operating Model's strategies, along with implementation timeline.</p>
4.7	<p>MNCLHD Service Reviews</p> <p>Resolution(s): The Board accepted the update and discussed the report, with agreement that further information is needed on outstanding recommendations.</p> <p>Action(s): Provide further information on recommendations older than 12 months.</p>
4.8	<p>Recruitment Processes (Action item 6.1 April 2023)</p> <p>Resolution(s): The Board discussed the submission, with all Board members acknowledging the MNCLHD recruitment process needs streamlining and improvement ASAP. Board members look forward to seeing a revised process through People and Culture team in the coming months.</p> <p>Action: CE to discuss recruitment process improvements with Dr Salindera.</p>
4.9	<p>Increased Investment into Primary Care</p> <p>Resolution(s): The Board discussed the document and thanked the CE and Healthy North Coast for providing the informative report.</p>
ITEM 5. FOR ENDORSEMENT	
5.1	NIL
ITEM 6. STANDING ITEMS	
6.1	<p>Governing Board Chair's Report – verbal update</p> <ul style="list-style-type: none"> • NSW Health Council of Board Chairs' Meeting – Monday 26 June • CE taking leave in July, with Finance & Performance Director, Paul Connor stepping into the CE role for this period. • The Chair wishes to acknowledge the extremely sad loss of life in the Hunter Valley bus accident on Saturday 10 June, and on behalf of the Board, sends sincere condolences to those affected and their family and friends.
6.2	<p>Board Member Staff Meetings</p> <p>Resolution(s): The Board noted the meetings with staff and the updates provided.</p>



Mid North Coast Local Health District Governing Board Minutes

6.3	MNCLHD Organisational Report (Service Agreement) Resolution(s): The Board discussed and accepted the report. Action(s): Provide further information on why 'Ethics' is in the red.
6.4	Enterprise Risk Report Resolution(s): The Board discussed and accepted the report.

ITEM 7. PRESENTATIONS

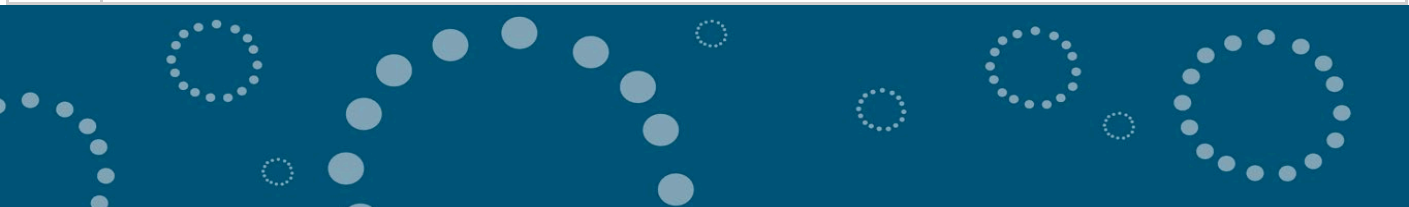
7.1	Nursing & Midwifery Services (NMS) Directorate Report – Carolyn Heise, Director Resolution(s): <ul style="list-style-type: none"> The Board noted the Directorate paper and thanked Carolyn for her comprehensive and informative report. Action(s): NMS Director to create a Business Continuity Plan Workshop for the Board (one hour).
-----	---

ITEM 8. SUB-COMMITTEES AND CLINICAL COUNCILS – TO BE TAKEN AS READ

8.1	Board Sub-Committee: Finance and Performance (F&P) Resolution(s): The Board accept the Chair's Summary May 2023, Endorsed Minutes April 2023 and FOAM Report April 2023. Action(s): Provide a brief outlining MNCLHD preventative maintenance contracts.
8.2	Board Sub-Committee: Health Care Quality Committee (HCQC) Resolution(s): The Board accepted the Chair's Summary and Endorsed Minutes May 2023.
8.3	Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory (MDAAC) Resolution(s): The Board accepted the Chair's Summary and Endorsed Minutes May 2023.

ITEM 9. GENERAL BUSINESS / CORRESPONDENCE (TO BE TAKEN AS READ)

9.1	Correspondence to Governing Board Resolution(s): The Board discussed and noted the correspondence.
9.2	General Business



Mid North Coast Local Health District Governing Board Minutes

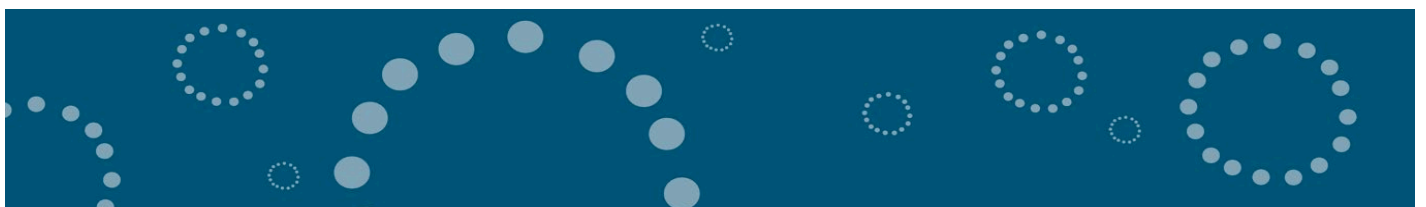
Resolution(s): It was noted, unless it is a systemic issue, the CE is not always able to disclose to the Board, disciplinary/criminal investigations, as there may be privacy/confidential/legal ramifications. These matters are discussed with the Chair for advice and consideration.

ITEM 10. GOVERNING BOARD REFLECTIONS

- 10.1 The Board considered discussions and reflected on the presentations and information provided.
- The Board thanked Chair Heather Cavanagh for her dedication and commitment to the LHD during her tenure and wished her well in her retirement.

ITEM 10. CLOSE AND NEXT MEETING

- 10.1 The meeting closed at 3.20pm
- 10.2 Next meeting – Wednesday, 12 July 2023
Location: Nambucca Valley Council Chambers, Macksville



Mid North Coast Local Health District

Governing Board Minutes

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

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?

