

CONFIRMED MEETING MINUTES

Wednesday, 13 July 2016

Commencing 3.00pm

FOCUS AREA: CORPORATE STRATEGY

Coffs Harbour Health Campus ED025

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Neil Porter (NPorter), John Barrett (JB), Jan Ryan (JRyan), Elizabeth Ruthnam (ER), , Neville Parsons (NParsons), David Kennedy (DK), Gail Whiteford (GW), Janine Reed (JReed)		For Noting	Chair	
Apologies: Stewart Dowrick (SD), Stephen Begbie (SB), Jo Sutherland (JS), Barry Shepherd (BS)		For Noting	Chair	
In Attendance: Kathleen Ryan, Vanessa Edwards (VE), Lynn Lelean (LL), Nick De Groot (NDG), Gail Farrer (GF) – Item 1.1, Allan Tankel (AT), Mary Malouf (MM), Tracey Moore (TM) – for Item 1.2		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions		For Noting	Chair	
B Presentations (1 hour)				
Item 1	Presentations			
	1.1	Audit & Risk Update – Gail Farrar, Manager Internal Audit	For Discussion	Chair
	<ul style="list-style-type: none"> GF presented the tabled report on behalf of BS. The Board noted the recent activities which have been carried out during the preparation of the report. The Chair passed on his thanks to BS for the preparation of the report and for the work which has been undertaken. NP noted that he would like more information to be provided to Board Members to enable deeper awareness of any potential risks which could be arising. 			
	1.2	Patient Story – Dorrigo – Tracey Moore	For discussion	Chair
<ul style="list-style-type: none"> Elderly gentleman who had experienced long term chronic illnesses – heart disease, asthma, diabetes, arthritis. Some while back he experienced a car accident in which both of his knees were crushed. During surgery in Sydney he suffered a punctured lung which progressed to a chest infection. He suffered more pain from his arthritis as surgeons had discontinued his medication for this as it posed risks to his heart. He went home to Dorrigo to recuperate. He presented at Dorrigo hospital with pneumonia and a chest infection. He was responsible for his own self-care (showering etc) prior to being released from hospital in preparation for home life. Patient did identify that he was prone to anxiety at times and this affected his breathing. 10 days after being released to go home, he re-presented with heart failure, fluid overload and other complications. Various allied health care methods were put into place for the patient. He has since managed his care at home and has not been re-admitted. This patient was very happy with the support he received from Dorrigo hospital. 				
Resolution: The Governing Board noted the information provided in Item 1.				

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT NO.
C Minutes of Governing Board					
Item 2	2.1	Minutes of Meeting 8 June 2016	For Endorsement	Chair	2.1
	Resolution: The Minutes of the Governing Board's meeting of 8 June 2016 were confirmed as a true and accurate record.				
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table	For Noting	Chair	3.1
	Resolution: The Governing Board noted the update.				
E Chief Executive's Report					
Item 4	4.1	Chief Executive's Report and Attachments:	For Discussion		4.1
	4.2	Chief Executive's Key Performance Indicators	For Discussion		4.2
	<ul style="list-style-type: none"> • KR noted that 50 people attended the public forum in relation to the redevelopment of Macksville Hospital. • The Chair further noted that fraudulent claims (2) have been processed and this is being investigated and appropriate actions are being undertaken. • The Chair noted that a review is being carried out to advise who is able to access our IT systems. • The Chair noted that the CE's performance review is now due and invited Board Members to provide feedback in relation to this to assist with the completion of this review. <p>Action: The Chair requested more information in relation to the 'Hospital in the Home' Program which will identify effectiveness and delivery of services.</p> <ul style="list-style-type: none"> • The Board agreed to congratulate SR on his appointment to his current position Executive Director, Nursing, Midwifery and Workforce. 				
	Resolution: The Governing Board noted the information provided in Item 4.				
F Strategic Matters for discussion and/or endorsement					
Standing items					
	5.1	Budget Brief: Progress on Budget Development 2016/17	For Discussion	Chair	5.1
	<ul style="list-style-type: none"> • NP noted that the last Finance and Performance Committee Meeting has requested quarterly reporting against the budget and the Service Agreement. • The Chair requested for strategies to be put to the Board in relation to the potential for smaller hospitals to operate. • ER noted the media attention in relation to private patients only being able to access private funding in public hospitals. It was noted that ER will forward some of the recent press clippings to WG for information and awareness. • The Chair sought agreement from the Governing Board to sign off on the Service Agreement when it is finalised. 				
	5.2	Premier's Priorities for Health: <ul style="list-style-type: none"> • Improving service levels in hospital • NEAT • NEST • Tackling Childhood Obesity • Reducing Domestic Violence 	No Items	Chair/CE	

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
5.3	Strategic Corporate Documents <ul style="list-style-type: none"> Brief: Risk Appetite Statement Draft Risk Appetite Statement Draft Strategic Plan 	For Discussion	Chair	5.3 5.3a 5.3b
<ul style="list-style-type: none"> KR spoke to the tabled documents in relation to the Risk Appetite Statement. The Chair confirmed that once endorsed, the Strategic Plan and Risk Appetite Statement will become public documents. There was some discussion in relation to the reporting of the Patient Story and how these are used to assist in the determination of the LHD's strategic direction. It was noted that the Chair of each Board Committee will assess the importance of Patient Stories in terms of being relevant to determine strategy. The Chair recommended that the Board agree with the concept of the Patient Story and noted that generally, the Patient Stories will be adopted for consideration by the relevant Board Sub-Committees. VE presented the Strategic Plan which has been developed from the two Strategic Planning Workshops earlier in 2016. The Board noted the comments of GW and these will be passed forward to SET for consideration. 				
Resolution: That the Governing Board noted the documentation as presented and agreed that the Strategic Plan be further refined following input from SET				
Other items				
5.4	Brief: Culture and Wellbeing Fund Update <ul style="list-style-type: none"> Culture and Wellbeing Fund Project Categories Project funding amounts 	For Discussion	CE	5.4 5.4a 5.4b
Resolution: That the Governing Board noted the status of the implementation of the MNCLHD Culture and Wellbeing Fund in the financial year 2015/16 and noted the proposed presentation of outcomes of projects will be presented to the September Board meeting.				
5.5	Brief: MNCLHD Emergency Management of Severe Weather event 3-5 June 2016	For Noting	Chair	5.5
Resolution: That the Governing Board notes the activities and consequences from the severe weather event.				
5.6	Partnering (Chair to lead discussion)	For Discussion	Chair	Nil
Note: The Governing Board noted that this will be discussed following the provision of further information. A list of current partnerships will be provided prior to further discussion.				
5.7	Brief: Healthy Communities Sub-Committee <ul style="list-style-type: none"> TOR – Healthy Communities Sub Committee Endorsed TOR for CESC 	For Discussion	Chair	5.7 5.7a 5.7b
<ul style="list-style-type: none"> JRyan expressed her discomfort in forming another committee of the Board for Community Engagement and suggested that this reporting come via the existing lines of communication being the Community Engagement Sub-Committee (CESC). KR suggested that discussions be held with Robyn Martin to identify the needs for this communication process. It was generally agreed that advice to the Board on issues relating to Healthy Communities be referred through the Community Engagement Sub-Committee. Recommendation was to establish a Healthy Communities Advisory Group to report back to the Board via the CESC. Membership of the Advisory Group to be as per the proposed TOR. A revised TOR needs to be resubmitted in line with the proposed reporting structure. KR to discuss with RMartin for further reference to the Board. 				
Resolution: That the Governing Board recommends a Healthy Communities Advisory Group be established to provide advice and recommendations to the CESC. CESC to review TOR to be inclusive of the role of this new Advisory Group.				

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
5.8	Brief: Research Collaborative Advisory Council Update This was discussed with Item 5.11.	For Noting	Chair	5.8
Resolution: The Governing Board noted the information provided in Item 5.8				
5.9	Brief: Macksville Redevelopment <ul style="list-style-type: none"> Macksville Preferred Concept option 	For Discussion	Chair	5.9 5.9a
Resolution: The Governing Board noted the information provided in Item 5.9 and 5.9a.				
5.10	Brief: Smoke Free Health Care Policy and By-Laws	For Endorsement	Chair	5.10
<ul style="list-style-type: none"> The Board discussed the possible options associated with endorsing the by-laws in relation to smoking outside designated smoking areas, and agreed that the by-law be progressed. There is no decision/support at this stage in relation to fines being issued for smoking in non-designated areas. This will be reviewed in 12 months. 				
Resolution: The Governing Board noted the strategies to strengthen compliance with Policy and endorsed adoption of by-laws under the Health Services Act 1987 to make smoking an offence outside Designated Smoking Areas however no decision has been made with regard to support for fines being issued for smoking in non-designated areas which is to be reviewed in 12 months.				
5.11	Brief: Establishment of MNCLHD Research and Innovation Centre This was discussed with Item 5.8 <ul style="list-style-type: none"> MNC Innovation and Research Centre 	For Discussion	Chair	5.11 5.11a
<ul style="list-style-type: none"> KR noted the positive aspects of other existing Innovation and Research Centres, which could assist the MNCLHD in planning and/or modelling our centre around. The Chair noted the importance of structure to succeed in research. It was noted that further considerations will need to be investigated in terms of finance and delivery of this project. 				
Resolution: The Governing Board endorsed in principle the establishment of an Innovation and Research Centre. Further work is to be undertaken to support developmental work across the District.				
5.12	Brief: IMH Pact MNC Annual Forum	For Noting	Chair	5.12
<ul style="list-style-type: none"> The Board noted the invitation to attend the Annual Forum which is being held in South West Rocks. 				
Resolution: The Governing Board noted and will consider appropriate attendance at the annual IMH Pact MNC Forum.				
G Directorate Updates				
Item 6	Directorate Updates			
6.1	Mental Health & Drug and Alcohol	For Noting		6.1
6.2	Allied Health & Integrated Care	For Noting		6.2
6.3	Public Health	For Noting		6.3
6.4	Aboriginal Health & Primary Partnerships	For Noting		6.4
6.5	Nursing, Midwifery & Workforce	For Noting		6.5
6.6	Clinical Governance & Information Services <ul style="list-style-type: none"> Incident Management Report Patient Safety and Clinical Quality Data Report RCA Thematic Analysis Open Disclosure Audit ICT Report 	For Noting		6.6 6.6a 6.6b 6.6c 6.6d 6.6e

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
The Board noted that progress is being made and this item is being further developed.				
6.7	Financial Operations and Asset Management <ul style="list-style-type: none"> Brief: Asset Strategic Plan Brief: Maxxia Salary Packaging 	For Noting		6.7 6.7a 6.7b
6.8	Communications & Strategic Relations	For Noting		6.8
6.9	Coffs Clinical Network Report	For Noting		6.9
6.10	Hastings Macleay Clinical Network Report	For Noting		6.10
Resolution: The Governing Board noted the information provided in Item 6.				
H Recommendations from Governance Committees				
Item 7	Finance and Performance Committee			
7.1	Endorsed Minutes of Meeting – Finance & Performance C'ttee Performance Agreement 2016 Finance & Performance ToR confirmed Procurement Advisory Board Performance Agreement 2016 Procurement Advisory Board ToR confirmed	For noting		7.1 7.1a 7.1b 7.1c 7.1d
7.2	Chair – Summary	For Discussion		7.2
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting – 30 May 2016	For Noting		7.3
7.4	Chair – Summary	No items		7.4
MDAAC				
7.5	Endorsed Minutes of Meeting – 19 April 2016	For Noting		7.5
7.6	CACD & Recommendations	For Noting		7.6
7.7	Chair – Summary 9 June 2016	For Discussion		7.7
<ul style="list-style-type: none"> The Board noted the provision of an additional staff member for the CCN area to serve on this committee. 				
Workforce, Health & Safety Committee				
7.8	Confirmed Minutes of Meeting – 31 May 2016	For Noting		7.8
7.9	Chair – Summary	For Discussion		7.9
<ul style="list-style-type: none"> The Board noted the increase in Workers Compensation Claims for June 2016. The Board noted that there are now just seven (7) outstanding Bullying Claims. 				
Health Services Development & Innovation Committee (No Items)				
7.10	Minutes of Meeting - 3 June 2016	No Items		7.10
7.11	Chair – Summary – June 2016	No Items		7.11
Close the Gap Committee				
7.13	Confirmed Minutes of meeting – 22 March 2016	No Items		7.13
7.14	Chair – Summary	For Discussion		
Community Engagement Committee				
7.15	Endorsed Minutes of Meeting – Minutes due September 2016	For Noting		Nil

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	7.16	Community Reference Group –Minutes	No Items	Nil
	7.17	Community Connections	No Items	Nil
	7.18	Chair – Summary - Meeting 30 May 2016	For Noting	7.18
Resolution: The Governing Board noted the information provided in Item 7.				
I (Item 8) Workplace Culture Action Plan (No Items)				
J Quality & Safety				
Item 9	RCA Reporting			
	9.1	RCA Summary report	For Noting	Chair Nil
Resolution: The Governing Board noted the information provided in Item 9.				
K (Item 10) For Information of the Board (Discussion by exception)				
Item 10	Correspondence (NIL)			
	10.1	Audit and Risk Committee Member Refresh 2016	For Noting	Chair 10.1
In its considerations the Board asked that considerations be given for a Board Member to be present ed meetings of the Audit and Risk Committee. The overall responsibility of the Board for Audit and Risk were noted.				
L General Business				
Item 11	General Business & Questions on Notice			
	11.1	Confidentiality (Standing item)	For Noting	Chair -
	11.2	Board Committee Structure	Discussion	Chair
The Board agreed that a review of the current Board Sub-Committee structure be undertaken in line with the Strategic Plan.				
Resolution: The Governing Board noted the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2016			
27 July	Special Budget Meeting – Videoconference – PMCHCH, PMQ MNCCI and CHHC ED025			
10 Aug	Port Macquarie Community Health			
14 Sept	Coffs Harbour Health Campus			
There being no further business the meeting closed at 6.25pm				