

Endorsed Meeting Minutes

DATE: Wednesday, 7 December 2022
TIME: 12.30pm – 4.30pm
VENUE: Coffs Harbour Health Campus

Item / Description	
Attendance and Declarations	
Welcome: Prof H. Cavanagh	
Acknowledgement of Country: Prof H. Cavanagh	
Present: Dr J. Beange (TEAMS), Prof H. Cavanagh, Mr M. Coulter, Dr T. Francis, Hon L. Hartsuyker, Mr G. Humphreys, Mrs S. McGinn, Mr N. Porter (TEAMS), Mrs T. Singleton, Mrs J. Zirkler In Attendance: Mr S. Dowrick, Ms D. Kruk, Ms B. White	
Apologies: Dr A. Seccull	
Observers: S. Joice, Acting Director People and Culture (Item 1.1) R. McBride, A/District Manager Organisational Learning and Development (Item 1.1) S. Hansen A/Chief Information Officer, Clinical Governance and Information Services Directorate (Item 1.2) S. James, Executive Director, Customer Engagement and Service Transitions, eHealth NSW (Item 1.2) M. Simpson, Chief Clinical Information Officer, eHealth NSW (Item 1.2) K. Ryan, Director Clinical Governance and Information Services V. Edwige, Head of Social and Emotional Wellbeing , Cox Inall Ridgeway (Item 1.3) S. Holmes, Senior Consultant, Cox Inall Ridgeway (Item 1.3)	
Declarations of Interest: G. Humphreys (Garden Village)	
Item 1. Presentations	
1.1	<p>MNCLHD People Matter Employee Survey Results 2022</p> <p>S. Joice, Acting Director People and Culture and R. McBride, A/District Manager Organisational Learning and Development</p> <ul style="list-style-type: none"> • The Governing Board thanked the presenters for the presentation. • MNCLHD has continued to make positive progress with an increased response and culture index. • The Governing Board noted the emerging trends, achievements and opportunities for improvement and the importance of communicating outcomes and actions with staff. • <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p> <p>1.1.1 MNCLHD PMES Results Report 2022</p> <p>Resolution(s): The MNCLHD Governing Board noted the report.</p> <p>Action(s):</p> <p>a) Present the PMES Survey Results 2022 District and Directorate Action Plans and MNCLHD Communication Plan at the Strategic Planning Day 2023.</p>

1.2	<p>Digital Health and ICT Operating Model Presentation S. Hansen A/Chief Information Officer, Clinical Governance and Information Services Directorate S. James, Executive Director, Customer Engagement and Service Transitions, eHealth NSW M. Simpson, Chief Clinical Information Officer, eHealth NSW</p> <ul style="list-style-type: none"> The Governing Board thanked the presenters for the presentation. The Governing Board noted the challenges and need for investment to support the new operating model. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p> <p>1.2.1 Digital Health and ICT Operating Model Business Case Update</p> <p>Resolution(s): The MNCLHD Governing Board noted the update.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide separate MNCLHD and Rural eHealth business cases to the Governing Board. The business cases are to include essential funding requirements, alignment with Strategic and Service Level Agreement key performance indicators. Circulate MNCLHD Digital Strategy to the Governing Board.
1.3	<p>Hearing Our Voices V. Edwige, Head of Social and Emotional Wellbeing, Cox Inall Ridgeway S. Holmes, Senior Consultant, Cox Inall Ridgeway</p> <ul style="list-style-type: none"> The Governing Board thanked the presenters for the presentation. The Governing Board noted the planned engagement activities with MNCLHD Aboriginal and Torres Strait Islander staff and partners. The Governing Board discussed the importance of identifying key performance indicators to measure outcomes. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide the Governing Board with the project report and recommendations at the July 2023 meeting. Provide data on staff turnover rates for identified and non-identified staff. <p>1.3.1 Design and Implementation of MNCLHD Hearing Our Voices Draft Project Plan</p> <p>Resolution(s): The MNCLHD Governing Board noted the project plan.</p>
Item 2. Employee Story	
2.1	<p>Employee Story</p> <ul style="list-style-type: none"> The Governing Board commended the positive leadership at Macksville District Hospital. <p>Resolution(s): The MNCLHD Governing Board noted the patient story.</p>

	<p>Action(s): a) Provide a paper on the process of transitioning temporary staff to permanent roles.</p>
Item 3. Minutes and Action Table	
3.1	<p>Minutes of Governing Board Meeting 9 November 2022</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 9 November 2022.</p>
3.2	<p>Action Table December 2022</p> <p>Resolution(s): The MNCLHD Governing Board accepted progress against action items.</p>
3.3	<p>Confirmation of Agenda</p> <p>Resolution(s): No amendments to agenda.</p>
Item 4. For Endorsement and/or Discussion	
4.1	<p>Governing Board Review</p> <ul style="list-style-type: none"> • The Governing Board Review analysis is now complete. • Governing Board Sub-Committee reviews continue. <p>Resolution(s): The MNCLHD Governing Board noted the Governing Board Review update.</p> <p>Action(s): a) People and Culture Sub-Committee future directions to be discussed at the April 2023 meeting.</p>
4.2	<p>Integrating Care Board Sub-Committee Program Logic Review (Action Item 7.2.5 August 2022 meeting)</p> <p>Resolution(s): Paper withdrawn.</p>
4.3	<p>Health Care Quality Sub-Committee Membership (Action Item 5.4a November 2022 meeting)</p> <ul style="list-style-type: none"> • The Governing Board noted the new membership and challenges of appointing representation from all clinical areas. • An expression of interest will be issued to Board members seeking submissions for a new Sub-Committee Chair. <p>Resolution(s): The MNCLHD Governing Board noted the Health Care Quality Sub-Committee Membership paper.</p> <p>Action(s): a) Circulate EOI for new Sub-Committee Chair.</p>
4.4	<p>Medical Staff Communication and Engagement</p> <p>Resolution(s): The MNCLHD Governing Board noted the Medical Staff Communication and Engagement paper.</p>

4.5	<p>MNCLHD Strategic Plan Update (Action Item 4.9a-d May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Strategic Plan Update.</p>
4.6	<p>Culture Dashboard (Action Item 5.10a August 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Culture Dashboard update.</p>
4.7	<p>Performance Development Review Update (Action Item 4.4a September 2022 meeting)</p> <ul style="list-style-type: none"> The Governing Board noted the progress of reviews through the new Performance and Talent (PAT) system. <p>Resolution(s): The MNCLHD Governing Board noted the Performance Development Review update.</p>
4.8	<p>Research and Knowledge Translation Budget Analysis (Action Item 6.1.2 September 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Research and Knowledge Translation Budget Analysis update.</p>
4.9	<p>Confirmed Actions for the Senior Executive Forum to Transform Aboriginal Health</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p>
4.10	<p>MNCLHD Aboriginal Health 5 Year Progress on Key Performance Indicators (Action Item 4.4b October 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the paper.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide advice on KPI: Mental Health patients followed up within seven days of acute discharge.
4.11	<p>MNCLHD Quarterly Performance Report April – June 2022</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Quarterly Performance Report April – June 2022.</p>
4.12	<p>MNCLHD Service Reviews</p> <ul style="list-style-type: none"> The governance of the Service Reviews was discussed. <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Service Reviews paper.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide a 6 monthly update on all open MNCLHD Service Reviews. Update Governing Board Charter to include MNCLHD Service Review reporting frequency.
4.13	<p>PricewaterhouseCoopers Draft Review (Action Item 6.4b November 2022 meeting)</p> <ul style="list-style-type: none"> The paper was discussed in detail. The Governing Board noted the important of knowledge translation and evidence based processes.

	<p>Resolution(s): The MNCLHD Governing Board noted the PricewaterhouseCoopers Draft Review paper.</p> <p>Action(s): a) Provide the final report and recommendations to the Governing Board.</p>
4.14	<p>Consumer Feedback Report</p> <p>Resolution(s): The MNCLHD Governing Board noted the Consumer Feedback Report.</p>
4.15	<p>Bureau of Health Information Adult Admitted Patient Survey Results 2021</p> <p>Resolution(s): The MNCLHD Governing Board noted the Bureau of Health Information Adult Admitted Patient Survey Results 2021 Report.</p>
4.16	<p>MNCLHD Consumer Engagement Mapping Report</p> <ul style="list-style-type: none"> The Governing Board commended the report and tool. <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Consumer Engagement Mapping Report and endorsed recommendation 18a.</p> <p>Action(s): a) Distribute report to Council of Board Chairs, Ministers and Secretary of Health.</p>
4.17	<p>SAER Recommendations Review Report (Action Item 6.7a May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the SAER Recommendations Review Report update.</p>
4.18	<p>Oral Health Preventative Measures (Action Item 4.6a October 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Oral Health Preventative Measures paper.</p>
4.19	<p>Workers' Compensation (Action Item 5.2b October 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Workers' Compensation paper.</p>
4.20	<p>Wireless and Mobile Systems Access (Action Item 5.2b November 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Wireless and Mobile Systems Access paper.</p> <p>Action(s): a) Provide an update on Dorrigo MPS wi-fi status.</p>
4.21	<p>Caretaker Conventions</p> <p>Resolution(s): The MNCLHD Governing Board noted the Caretaker Conventions paper.</p>
Item 5. Standing Agenda Items	
5.1	Governing Board Chair's Report – verbal update

	<p>The Governing Board Chair provided an update on:</p> <ul style="list-style-type: none"> • The new Chief Executive of Healthy North Coast Primary Health Network has been appointed. • The Strategic Planning Day agenda has been finalised. • Council of Board Chairs' presentations and papers have been circulated for information, noting the informative Supporting Staff Experiencing Domestic and Family Violence papers. • The Chief Executive and Chair met with local Members of Parliament and council Mayors. • The number of Board papers was noted. • S. McGinn and Dr A. Seccull have been reappointed to the Board. • Dr T. Francis has resigned from the Board and the Chair thanked Dr Francis for his contribution. • Two new Board members have been appointed and will commence in January 2023.
5.2	<p>Chief Executive's Summary</p> <p>The Chief Executive provided an update on:</p> <ul style="list-style-type: none"> • MNCLHD and MoH Performance meeting noting a focus on surgery in 2023 and revised meeting format. • Noted changes to COVID-19 funding. • Negotiations continue with private hospital providers to assist with surgery waitlists. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Summary and attachments.</p>
5.3	<p>MNCLHD Organisational Performance Report – Year to Date Results for October 2022</p> <p>The Governing Board discussed targets. The performance across the District was noted.</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p>
5.4	<p>Board Member Staff Meetings</p> <p>The Governing Board noted Professor Cavanagh's paper.</p> <p>Resolution(s): The Governing Board discussed and accepted the Board Member Staff Meetings Update.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a) Provide an update at the February 2023 meeting.
5.5	<p>Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).</p> <p>Action(s):</p> <ol style="list-style-type: none"> a) Report to include summary of changed risks.
5.6	<p>Anderson Report Recommendations (Staff Safety)</p> <ul style="list-style-type: none"> • The Violence Prevention Management training available to staff was discussed. <p>Resolution(s): The MNCLHD Governing Board accepted the Anderson Report Recommendations (Staff</p>

	Safety) update.
5.7	Serious Adverse Event Review (SAER) and Coroner Recommendations Report Refer to Item 6.2.1.1.
Item 6. Board Submissions	
6.1	Directorate Summaries
	6.1.1 Aboriginal Health and Primary Partnerships Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Aboriginal Health and Primary Partnerships. Action(s): a) Provide advice on the utilisation of expired oral health vouchers.
	6.1.2 Hastings Macleay Clinical Network <ul style="list-style-type: none"> Capital works planning at Port Macquarie Base Hospital and pathology services at Kempsey District Hospital was discussed. Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Hastings Macleay Clinical Network. Action(s): a) Circulate updates on pathology services to staff.
	6.1.3 People and Culture Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: People and Culture.
	6.1.4 Research and Knowledge Translation Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Research and knowledge Translation.
	6.1.5 Internal Audit and Risk Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Internal Audit and Risk.
	6.1.6 Integrated Care, Allied Health and Community Services <ul style="list-style-type: none"> The progress on virtual care was noted. Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Integrated Care, Allied Health and Community Services.

6.2	Board Sub-Committees – to be taken as read
	<p>6.2.1 Board Sub-Committee: Health Care Quality</p> <ul style="list-style-type: none"> The Chair summary was discussed in detail including funding prioritisation. Finance and Performance reviewing funding allocation process. <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022; and Endorsed Minutes October 2022.</p>
	<p>6.2.2 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary October 2022; Endorsed Minutes October 2022.</p>
	<p>6.2.3 Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes October 2022.</p>
	<p>6.2.4 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary December 2022 and the Endorsed Minutes September 2022.</p> <p>Action(s): a) Provide an update on the outcome of the patient story.</p>
	<p>6.2.5 Board Sub-Committee: Research Governance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary September 2022.</p>
	<p>6.2.6 Board Sub-Committee: People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board accept the Endorsed Minutes August and October 2022.</p>
	<p>6.2.7 Board Sub-Committee: Finance and performance</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair’s Summary November 2022; Endorsed Minutes October 2022 and FOAM Report October 2022.</p>
Item 7. Annual Planner	
7.1	Resolution(s): The MNCLHD Governing Board noted the Annual Planner.
Item 8. General Business without notice and Correspondence (to be taken as read)	
	Correspondence from the Chief Executive
8.1	<p>The correspondence was discussed in detail.</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>

	Governing Board Questions
8.2	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	Correspondence from the Chief Executive
8.3	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	8.3.1 Correspondence to the Chief Executive
	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	Correspondence from the Governing Board Chair
8.4	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	Correspondence from the Governing Board Chair
8.5	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	Correspondence from the Governing Board Chair
8.6	Resolution(s): The MNCLHD Governing Board noted the correspondence.
	Appointment to Committee
8.7	The Governing Board congratulated J. Zirkler on her appointment to the Agency for Clinical Innovation (ACI) End of Life Care Decisions: Clinical and Consumer Expert Advisory Group.
Item 9. Governing Board Reflections	
9.1	The Governing Board Reflections were noted.
Item 10. Next Meeting	
11.1	18 January 2023 – Strategic Planning Day – Port Macquarie Community Health Centre
Item 12. In-Camera Session for Discussion/Presentations	
12.1	In-Camera Item
	Resolution(s): The MNCLHD Governing Board accepted the In-Camera Item.
	Action(s):
	a) Include in MNCLHD Service Review 6 monthly updates.
Item 13. Close	
13.1	The meeting closed at 4.22pm.

MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Mr Luke Hartsuyker	Deputy Chair
Dr Jennifer Beange	
Michael Coulter	
Dr Tim Francis	
Gary Humphreys	
Susan McGinn OAM	
Neil Porter	
Dr Alison Seccull	
Tracy Singleton	
Jennifer Zirkler	

Secretariat

Brooke White

Right of Audience and Debate

Stewart Dowrick	Chief Executive
Delwyn Kruk	Corporate Governance Manager

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?