

Endorsed Meeting Minutes

DATE: Wednesday, 10 November 2021
 TIME: 11:00am – 3:30pm
 VENUE: Bellinger River District Hospital

Item / Description	
Attendance and Declarations	
Welcome and Acknowledgement of Country: Professor Heather Cavanagh Chair	
Apologies: Sue McGinn	
Observer: Nil	
Declarations of Interest:	
In-Camera Session for Discussion / Presentations	
1.0	In Camera Session – Nil
1.1	Presentation(s): Nil
1.2	<p>Business Paper: Strategic Planning update</p> <p>The Board thanked Kim Browne and Tammy Hughes for the extensive work developing the strategy.</p> <p>Resolution(s): The MNCLHD Governing Board</p> <ol style="list-style-type: none"> 1. Acknowledged the Draft Strategic Plan, noting further changes required. 2. Agreed Vision – Options and have advised preferences regarding Vision, Purpose and Ways of Working. 3. Confirm allocation of time at Strategic Planning Day to review final Strategic Plan and Draft Strategic Scorecard. <p>Action(s):</p> <ol style="list-style-type: none"> a. Strategic Plan to continue with consultation.
Item 2. Minutes and Action Table	
2.1	<p>Minutes of Governing Board Meeting 13 October 2021.</p> <p>Resolution(s): The MNCLHD Governing Board endorsed minutes of meeting held 13 October 2021 as a true and accurate record.</p>
2.2	<p>Action Table November 2021.</p> <p>Resolution(s): The MNCLHD Governing Board accept progress against action items.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Draft 2016 Sustainability Implementation Plan be sent to Luke Hartsuyker
2.3	<p>Confirmation of Agenda. Additional items added under General Business.</p>

Item 3. For Endorsement and/or Discussion

3.1	<p>Governing Board Chair's Report – verbal update.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Remaining Board appointments are with the Minister and positions to be filled simultaneously. • Audit and Risk presentation at January 2022 Board meeting. • Ministry of Health advise education program still in progress. • Strategic Planning Day agenda to be distributed for comment when finalised. • Port Macquarie Stroke team awarded World Stroke Organisation Angels Gold Status award. <p>Resolution(s): The MNCLHD Governing Board accepted the Chair's verbal report.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Culture transformation update at December meeting. b. Research Thesis presentation to be scheduled.
3.2	<p>Chief Executive's Summary including COVID-19 update.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Since 5 March 2021, the District has administered over 57,000 vaccinations to our community. • Testing numbers are at their highest level with extended hours and options being made available. • The week ending 31 October will see our highest level of testing with over 7,000 tests undertaken. • As at 24 October 2021, 98% of MNCLHD staff have had at least one vaccination dose and 94% of staff are fully vaccinated. • Anticipating large number of tourists during summer and the District is working with agencies to support the surge. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive's Report and associated submissions.</p> <p>Action(s):</p> <ol style="list-style-type: none"> a. Provide COVID-19 Operational Plan for December meeting (Pandemic Response Plan). b. Provide update of status of unvaccinated staff. c. Confirm credentialing process for out of area surgeons.
3.3	<p>Service Agreement September 2021 - 2022 Organisational Performance Scorecard.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Organisational Performance Scorecard.</p>
3.4	<p>BP Enterprise Risk Report (ERM)</p> <p>Resolution(s): The MNCLHD Governing Board accepted MNCLHD Enterprise Risk Report.</p>

Item 4. Standing Items

4.1	<p>Business Paper: Serious Adverse Event Review (SAER) – and Coroner Recommendations Report October 2021.</p> <p>Resolution(s): The MNCLHD Governing Board</p> <ol style="list-style-type: none"> 1. Accepted Business paper Serious Adverse Event (SAER) - Root Cause Analysis update October 2021
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	2. Accepted Report SAER and Coroner Recommendations October 2021
4.2	<p>Business Paper: Update on Anderson Report (Staff Safety).</p> <p>Resolution(s): The MNCLHD Governing Board accepted Anderson Report (Staff Safety) September 2021.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Telehealth presentation. Update Anderson Report recommendations for next meeting.
Item 5. Papers to be taken as read	
5.1	<p>Business Paper: Anderson Review – providing advice on mechanisms for monitoring overdue items in Anderson Report and provide new target dates.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business paper Anderson Review – providing advice on mechanisms for monitoring.</p>
5.2	<p>Business Paper: Day of Surgery Patient and Hospitals cancellations.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper Day of Surgery Patient and Hospitals cancellations.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide detail on what is causing day of surgery cancellations. Provide detail on outcomes of initiatives for prevention of day of surgery cancellations and amend colours on chart.
5.3	<p>Business Paper: Comparison of General Human Resources matters.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper Comparison of General Human Resources matters and noted quality of the report.</p>
5.4	<p>Business Paper: Employee Exit Interviews.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper on Employee Exit Interviews.</p>
5.5	<p>Business Paper: People Strategy and Workforce Plan.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper People Strategy and Workforce Plan.</p>
5.6	<p>Business Paper: Performance Development Review Compliance.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper Performance Review Compliance.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide update on performance appraisal data.

5.7	<p>Business Paper: Translational Research Grant Scheme.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper on Translational Research Grant Scheme.</p>
5.8	<p>Business Paper: Outreach Vaccination Program.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper on Outreach Vaccination Program.</p>
5.9	<p>Business Paper: Port Macquarie Ears Nose and Throat (ENT) recruitment update.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper on Port Macquarie Ears Nose and Throat (ENT) recruitment update.</p>
5.10	<p>Business Paper: MNCLHD Research Partnerships.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper MNCLHD Research Partnerships.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Confirm completion date of annual research report. Include annual research report into Board Annual Planner.
5.11	<p>Business Paper: Cyber Security Risk Report September 2021.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper Cyber Security Risk Report September 2021.</p>
5.12	<p>Business Paper: COVID-19 Surge Response (Resources).</p> <p>Resolution(s): The MNCLHD Governing Board accepted Business Paper COVID-19 Surge Response (Resources).</p>
<p>Item 6. Board Sub-Committees – Papers to be taken as read</p>	
6.1	<p>Board Sub-Committee: Submission: Naming of the Partnering with Consumers Sub-Committee.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Partnering with Consumers Sub-Committee – Terms of Reference.</p> <p>Noted: Confirm if additional consumer representatives required.</p>
6.2	<p>Board Sub-Committee: People and Culture.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Chair’s Summary 15 October 2021, Endorsed Minutes 13 August 2021, Team Report October 2021, and the Endorsed ToRs October 2021.</p> <p>Action(s):</p> <ol style="list-style-type: none"> People Matters Survey to be presented to Board at December meeting.

6.3	<p>Board Sub-Committee: Medical and Dental Appointments Advisory.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Chair’s Summary 14 October 201, Endorsed Minutes 9 September and noted Critical Actions Compliance Declaration September 2021.</p>
6.4	<p>Board Sub-Committee: Integrating Allied, Community and Cancer Care Services</p>
6.5	<p>Board Sub-Committee: Health Care Quality.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Endorsed Minutes 27 September and Noted Patient Story.</p> <p>Action(s):</p> <p>a. Include Patient Story as standing Agenda item.</p>
6.6	<p>Board Sub-Committee: Research, Innovation & Health Service Development.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Endorsed Terms of Reference and the Endorsed proposed changes of the Research Governance committee.</p> <p>Action(s):</p> <p>a. Confirm due date for Research Development committee TOR and membership.</p>
6.7	<p>Board Sub-Committee: Finance and Performance.</p> <p>Resolution(s): The MNCLHD Governing Board accepted Chair’s Summary 26 October, endorsed minutes 28 September and noted Finance and Performance Report September 2021.</p>
6.8	<p>Board Sub-Committee: Audit and Risk</p>
6.9	<p>Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board accepted Chair’s Summary 19 October and Endorsed Minutes 17 August 2021.</p> <p>Action(s):</p> <p>a. Provide update on Aboriginal Cultural Safety and Security Implementation Plan – Stoplight Report.</p>
<p>Item 7. Risk Register (link) in development</p>	
<p>Item 8. Annual Planner</p>	
<p>Item 9. General Business without notice and Correspondence</p> <p>Governing Board Meet and Greet.</p> <p>Action(s):</p> <p>a. Acknowledgement and appreciation letter be sent to Bellingen Hospital Staff, BHAG and Pink Ladies.</p> <p>b. Request Governing Board be added to distribution list for Newsletter</p>	
<p>Item 10. Governing Board Reflections</p>	



Item 11. Upcoming Events and Proposed Presentations

8 December	12:30pm - 1:30pm Annual Public Meeting Port Macquarie Glass House 2:30pm - 6:00pm Governing Board Meeting Port Macquarie Community Health Campus
19 January 2022	Governing Board Strategic Planning day
Neil Porter left meeting 1.35pm Meeting concluded 3.20pm	

Endorsed

MID NORTH COAST LOCAL HEALTH DISTRICT GOVERNING BOARD MEMBERSHIP

Professor Heather Cavanagh	Chair
Neil Porter	Deputy Chair (Acting) Dr Jennifer Beange
Dr Tim Francis	
The Hon. Luke Hartsuyker Susan McGinn OAM	
Dr Alison Seccull	

Secretariat

Tania Ellis

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?
Confirmed it was an appropriate use of time
2. Did we add value?
Yes
3. How could we have done things better?
Aim to condense papers.
4. Any feedback for management?
Staff letter of thanks and gain access to the newsletter