

**Endorsed Meeting Minutes**

DATE: Wednesday, 15 September 2021  
 TIME: 11:00am – 3:30pm  
 VENUE: Teams Meeting

Item / Description	
<b>Attendance and Declarations</b>	
<b>Welcome and Acknowledgement of Country:</b> Professor Heather Cavanagh Chair.	
<b>Apologies:</b> Dr Tim Francis.	
<b>Observer:</b> Nil.	
<b>Declarations of Interest:</b> Mr Porter declared an association with Garden Village, the board saw no perceived conflict of interest with any papers for this meeting.	
<b>Item 1. In-Camera Session for Discussion / Presentations</b>	
1.1	In Camera Session – Nil.
1.2	<p><b>Presentation:</b> Whole Patient Flow Review (Emergency Department and Elective surgery) and Staff Wellbeing.            The Board thanked Penny Jones, Lydia Dennett, Catharine Death, Dean Askew and Rachel Mason for the presentation.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> <li>• Coffs Harbour Health Campus 2021 emergency presentations consistently increase by 15%.</li> <li>• Ambulance presentations increased 16% over 3 years or an average of 33 ambulances per day.               <ul style="list-style-type: none"> <li>○ Demands in emergency department presentations ongoing and contributed to by decreased GP availability, an ageing population and increase in chronic health diseases.</li> </ul> </li> <li>• Strategies to improve Category 2 and 3 performance include improving pathology and medical imaging efficiencies and better reporting times. Partnering with Primary Health Network and research departments to better understand increase in presentations.</li> </ul> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Provide update of Leigh Kinsman’s research project in relation to organisational mental health literacy, advance care planning and midwifery-led models of care.</li> </ol>
<b>Item 2. Minutes and Action Table</b>	
2.1	<p>Previous Minutes Governing Board Meeting 11 August 2021</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board</p> <ol style="list-style-type: none"> <li>1. Endorsed Minutes of the meeting held on 11 August 2021 as a true and accurate record.</li> <li>2. Endorsed Minutes of In-Camera Session 11 August 2021 as a true and accurate record.</li> </ol>
2.2	<p>Action Table September 2021</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted progress against action items.</p>

2.3	Confirmation of Agenda No amendments to agenda.
<b>Item 3. For Endorsement and/or discussion</b>	
3.1	<p>Governing Board Chair's Report – verbal update.</p> <p>Met with NSW Secretary of Health and confirmed further development and consolidated approach around Closing the Gap, Environmental Sustainability and Research and Development.</p> <ul style="list-style-type: none"> <li>• MoH confirmed Board memberships are currently 2-year appointments across Districts. Discussion held with regional LHD Chair's confirmed this could be problematic for succession planning.</li> <li>• Regional LHD Chair's to meet quarterly, providing an opportunity for Board members to attend.</li> <li>• MoH will provide a choice of subjects for discussion for governing board development.</li> <li>• Auditor General to conduct full NSW Health audit.</li> <li>• NSW Secretary of Health to attend a future Board meeting.</li> <li>• Met with staff who identified common themes presenting are increasing workload and COVID-19 pressures.</li> <li>• Met with Chair, Audit and Risk Committee (A&amp;RC) and identified risks associated with cyber security, foreign interference, and COVID-19. Chair A&amp;RC will attend December meeting of the Board.</li> </ul> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chair's verbal report and noted suggestion for future meeting with MoH and further discussion on Governing Board appointments for succession planning.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>a. Future development of Governing Board to remain as a standing agenda item.</li> <li>b. Extend invitation to Audit and Risk Committee Chair to December meeting.</li> <li>c. Forward to Secretariat any reference documents to be uploaded into Diligent resource library for January Strategic Planning Day.</li> <li>d. Extend invitation to Director Internal Audit, Risk and Compliance to March meeting to discuss proposed Board risk workshop.</li> <li>e. MOH to provide training and future development opportunities for Board discussion.</li> </ol>
3.2	<p>Chief Executive's Summary and associated submissions.</p> <p>Chief Executive report advised the following:</p> <ul style="list-style-type: none"> <li>• University New South Wales and Port Macquarie Base Hospital and Coffs Harbour Base Hospital to commence Research Project – Keeping Cardiac Patients out of Hospital.</li> <li>• Surgery waitlist has reduced but remains high.</li> <li>• Outsourcing has been granted, negotiations with MoH for further funding to continue.</li> <li>• Meeting with Primary Health Network Board Chair and Chief Executive to work in collaboration and reform meeting structure.</li> <li>• Mandatory COVID-19 vaccination required for all NSW Health staff.</li> <li>• Vaccination program continues with District administering over 27,173 vaccinations.</li> </ul> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chief Executive's Report and attachments.</p>

	<p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>a. Provide COVID-19 Operational Plan at November meeting.</li> <li>b. Provide summary of outreach vaccination program.</li> <li>c. Provide advice on partnerships with universities.</li> <li>d. Issue to Board Commonwealth information on advice for those without online or digital access to obtain a copy of their vaccination record and distribute communication to the public.</li> <li>e. Incorporate medical workforce plan into an integrated People and Culture Workforce Plan to align:             <ol style="list-style-type: none"> <li>i) change in work environment due to COVID-19,</li> <li>ii) Strategic Directions and</li> <li>iii) culture transformation work.</li> </ol> </li> <li>f. Provide Board with MNCLHD Cardiology Services proposal when complete.</li> </ol>
3.3	<p>Governing Board Review and Performance Paper.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board discussed the Governing Board Review and Performance Paper and developed associated action items.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>a. Provide advice on previous and current exit interview strategies, considering “e-exit” interviews and having an “opt out” on the interview process.</li> <li>b. Extend invite to Clinical Excellence Commission to attend Board meeting.</li> <li>c. Report on activity in relation to Indigenous and Research spheres to be included in all Sub-Committee meetings and minutes.</li> <li>d. External review of Board and Subcommittees to occur every three years.</li> </ol>
3.4	<p>Service Agreement 2021- 2022 Organisational Performance Scorecard.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board discussed and accepted the Organisational Performance Scorecard and noted that Accreditation is scheduled for 2022.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Provide specific strategies for mitigating the red performance indicators in the 2021-22 Organisational Performance Scorecard and include explanatory comments.</li> </ol>
3.5	<p>Business Paper: NSW Cyber Policy 2021 Attestation - Clinical Governance and Information System (CGIS) and Cyber Security Program of Work 2021/2022.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Business Paper NSW Cyber Policy 2021 Attestation - Clinical Governance and Information System and endorsed the Cyber Security Program of Work 2021/2022.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>a. Consideration of how MNCLHD is protecting data (Crown Jewels) and what is the expected residual rating once updated cyber security measures are in place.</li> </ol>
3.6	<p>Business Paper: Governing Board Internet Website Page.</p> <p><b>Resolution(s):</b> That the MNCLHD Governing Board accepted the Governing Board Internet Website Page suggestions and developed the associated action items.</p>

	<p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>Forward suggestions regarding Board internet page to Sue McGinn for amendment. When finalised, upload on website.</li> <li>Update SET and Governing Board photos on internet and intranet to be in alphabetical order (by surname) following Chair and Chief Executive, including roles and responsibilities.</li> </ol>
3.7	<p>Business Paper: MNCLHD Governing Board Charter.</p> <p><b>Resolution(s):</b> That the MNCLHD Governing Board accept and endorse Governing Board Charter; amended as required.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>Link to Charter (Resource Centre) to be included in all future Board agendas.</li> </ol>
<b>Item 4. Standing Items</b>	
4.1	<p>Business Paper: Serious Adverse Event Review (SAER) - Root Cause Analysis update August 2021 and Report - SAER and Coroner Recommendations August 2021.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board</p> <ol style="list-style-type: none"> <li>Accept Business Paper Serious Adverse Event Review (SAER) - Root Cause Analysis update August 2021.</li> <li>Accept Report SAER and Coroner Recommendations August 2021.</li> </ol>
4.2	<p>Business Paper: Update on Anderson Report (Staff Safety) August 2021.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Anderson Report (Staff Safety) August 2021.</p>
4.3	<p>Draft Annual Plan.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted draft Annual Plan located in Diligent resources.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>Amend Annual Planner following January 2022 Strategic Planning day if required.</li> <li>Advise SET that Directorate Dashboard reports are now to be staggered every three months.</li> </ol>
<b>Item 5. Papers to be taken as read</b>	
5.1	<p>Business Paper: Respiratory Protection Program and submission Respiratory Protection in Health Care.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Respiratory Protection Program Paper and noted Respiratory Protection in Health Care attachment.</p>
5.2	<p>Business Paper: Master Security Licence – Chief Executive Responsibilities (Licence Renewal) and attachment Master Licence Responsibilities.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Business Paper Master Security Licence – Chief Executive Responsibilities Licence Renewal and attachment.</p>
5.3	<p>Business Paper: My Virtual Care Roll Out Progress Report.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Virtual Care Roll Out Progress Report.</p>

5.4	<p>Business Paper: Governing Board Strategic Planning update August 2021 and Summary Phase 1 Consultation Draft Strategy Map.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Governing Board Strategic Planning update August 2021, and Summary Phase 1 Consultation Draft Strategy Map.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Source information on release date of NSW Health Strategic Plan.</li> </ol>
5.5	<p>Business Paper: Worker's Compensation - unpacking Workplace Compensable Injuries and attachment Worker's Compensation Performance Risk Report 30 June 2021.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Business Paper Worker's Compensation - unpacking Workplace Compensable Injuries and attachment Worker's Compensation Performance Risk Report 30 June 2021.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Identify if workers' compensation performance has declined across other LHDs.</li> <li>2. Provide information to better understand increase in MNCLHD workers' compensation and more information on what is driving the increase.</li> </ol>
5.6	<p>Business Paper: Consumer Feedback April – June 2021.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Consumer Feedback Report April - June 2021.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Consumer Feedback Report to include information relating to type of compliments received (e.g. Clinical care, wait time etc).</li> </ol>
<b>Item 6. Board Sub-Committees</b>	
6.1	<b>Board Sub-Committee:</b> Community Engagement.
6.2	<p><b>Board Sub-Committee:</b> People and Culture.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Chair's Summary, Minutes, Team Report of the People and Culture Sub-Committee and accepted amended ToRs.</p>
6.3	<p><b>Board Sub-Committee:</b> Medical and Dental Appointments Advisory.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted Chair's Summary, Minutes of the of the Medical and Dental Appointments Advisory and CACD Declaration August 2021.</p>
6.4	<p><b>Board Sub-Committee:</b> Integrating Allied, Community and Cancer Care Services.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chair's Summary, Minutes of the Integrating Allied, Community Cancer Care Committee and NSW Health Integrated Care Business Plan. The Board noted ongoing discussions between the LHD and Healthy North Coast to optimise and</p>

	provide integration and information sharing between the two organisations.
6.5	<p><b>Board Sub-Committee:</b> Health Care Quality.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chair’s Summary of the Health Care Quality Committee and Minutes.</p>
6.6	<p><b>Board Sub-Committee:</b> Research, Innovation &amp; Health Service Development.</p> <p><b>Resolution(s):</b> That the MNCLHD Governing Board accepted the Chair’s Summary of the Research, Innovation &amp; Health Service Development Committee and Minutes and noted the proposed changes to the MNCLHD Research and Innovation Board Sub-Committee.</p> <p><b>Action(s):</b></p> <ol style="list-style-type: none"> <li>1. MNCLHD Research and Innovation and Health Service Development Sub-Committee to submit proposed future structure and focus to the Board for consideration.</li> </ol>
6.7	<p><b>Board Sub-Committee:</b> Finance and Performance.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chair’s Summary, Minutes of the Finance and Performance Committee and July 2021 Report and noted that the MoH commended the MNCLHD on the Energy Improvement plan financial performance.</p>
6.8	<p><b>Board Sub-Committee:</b> Audit and Risk.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Minutes 3 June 2021 of the Audit and Risk Committee.</p>
6.9	<p><b>Board Sub-Committee:</b> Close the Gap.</p> <p><b>Resolution(s):</b> The MNCLHD Governing Board accepted the Chair’s Summary of the Close the Gap Committee and Minutes.</p>
<b>Item 7. Risk Register (link)</b>	
<b>Resolution(s):</b> The MNCLHD Governing Board accepted the Business Paper Risk Report Brief – September 2021 and Enterprise Risk Report September 2021.	
<b>Item 8. General Business without notice and Correspondence</b>	
Nil	
<b>Item 9. Upcoming Events and Proposed Presentations</b>	
13 October 2021	Dorrigo Multi-Purpose Service – to be confirmed Proposed. Presentation Renal presentation to include education and prevention.
10 November 2021	Bellinger River District Hospital – to be confirmed.
8 December 2021	12:30pm - 1:30pm <b>Annual Public Meeting</b> Port Macquarie Glass House. 2:30pm - 6:00pm <b>Governing Board Meeting.</b> Port Macquarie Community Health Campus.



January 2022	Governing Board Strategic Planning day.
Meeting concluded 3:06pm	

Endorsed