

Endorsed Meeting Minutes

DATE: Wednesday, 14 September 2022
 TIME: 11.00am – 3.30pm
 VENUE: Port Macquarie Community Health Centre

Item / Description	
Attendance and Declarations	
<p>Welcome: Prof H. Cavanagh Acknowledgement of Country: Prof H. Cavanagh</p>	
<p>Present: Dr J. Beange, Prof H. Cavanagh, Mr M. Coulter, Dr T. Francis (TEAMS), Mr G. Humphreys, Mr N. Porter, Dr A. Seccull (TEAMS), Mrs T. Singleton, Mrs J. Zirkler In Attendance: Mr S. Dowrick, Ms D. Kruk, Ms B. White</p>	
<p>Apologies: Hon L. Hartsuyker, Mrs S. McGinn</p>	
<p>Observers: R. Martin, Director Aboriginal Health and Primary Partnerships Dr A. Bailey, Director Research and Knowledge Translation J. Wong, Director Integrated Care, Allied Health and Cancer Community Services (TEAMS) P. Connor, Director Finance and Performance (Item 1.1 presentation) R. Milkins, Audit and Risk Sub-Committee Chair (Item 1.2 presentation TEAMS) A/Professor P. Reeves – Health Economics Lead, Hunter Medical Research Institute (Item 1.1 presentation) A/Professor N. Hodyl – Director New South Wales Regional Health Partners (NSWRHP) Item 1.1 presentation) C. Wheeler, Specialist Advisor Ethical Conduct, CENTIUM (Item 1.2 presentation TEAMS)</p>	
<p>Declarations of Interest: Dr J. Beange – PHN Network; Prof H. Cavanagh – Rotary Lodge; Dr T. Francis – HCCC; N. Porter – Rotary Lodge; Dr A. Seccull – MNCCI; T. Singleton – Galambila Aboriginal Health Service</p>	
Item 1. Presentation	
1.1	<p>A/Professor Penny Reeves – Health Economics Lead, Hunter Medical Research Institute A/Professor Nicolette Hodyl – Director New South Wales Regional Health Partners Economic evaluation to support delivery of high value care in the Mid North Coast</p> <ul style="list-style-type: none"> The Governing Board thanked A/Professors Reeves and Hodyl for the presentation. The Governing Board noted the positive outcomes of the two case studies and the importance of engagement with partners and stakeholders at the commencement of the research process. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p>
1.2	<p>Chris Wheeler – Specialist Advisor Ethical Conduct, CENTIUM Public Interest Disclosure</p> <ul style="list-style-type: none"> The Governing Board thanked Mr Wheeler for the presentation. The new Public Interest Disclosures Act will commence 13 October 2023. Key changes to the legislation include a broader scope; increased responsibilities on agencies; increased training and awareness obligations and resource impacts. <p>Resolution(s): The MNCLHD Governing Board noted the presentation.</p>

Item 2. Patient Story	
2.1	<p>Patient Story – Community Engagement Sub-Committee</p> <p>The Governing Board highly regarded the patient story and commended the Care in the Community service.</p>
Item 3. Minutes and Action Table	
3.1	<p>Minutes of Governing Board Meeting 10 August 2022</p> <p>Resolution(s): The MNCLHD Governing Board endorsed Minutes of the meeting 10 August 2022.</p>
3.2	<p>Action Table September 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>Mandatory Training for Visiting Medical Officers (Action Item 5.3a March 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the Mandatory Training for Visiting Medical Officers paper.</p> <p>Action(s):</p> <p>a) Confirm specialist medical college minimum mandatory training requirements.</p>
4.2	<p>Visiting Medical Officer Reappointments (Action Item 5.6b March 2022 meeting)</p> <p>The Governing Board discussed the aim to centralise recruitment and development of a state-wide standard appointment letter for Visiting Medical Officers.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Visiting Medical Officer Reappointments.</p> <p>Action(s):</p> <p>a) Confirm number of completed reappointments.</p>
4.3	<p>MNCLHD Sustainability Implementation Plan (Action Item 4.2a and b May 2022 meeting)</p> <p>Resolution(s): The MNCLHD Governing Board noted the MNCLHD Sustainability Implementation Plan update.</p>
4.4	<p>Performance Development Review Update (Action Item 5.2 August 2022 meeting)</p> <p>The Performance Development Review update and processes were discussed in detail. The increased completion rate was noted.</p>

	<p>Resolution(s): The MNCLHD Governing Board noted the Performance Development Review Update.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with a biannual Performance Development Review report in March and September 2023 (ongoing).</p> <p>b) Consider questions relating to Performance Development Reviews in the next Culture Amp survey.</p>
4.5	<p>Consumer Feedback Report</p> <p>Resolution(s): The MNCLHD Governing Board noted the Consumer Feedback Report.</p>
4.6	<p>Cyber Security Attestation</p> <p>The inclusion of Cyber Security Training completion rates and the new ways of working was discussed. The new ways of working is due to be completed in December 2022 and a report will be provided to the Governing Board in early 2023.</p> <p>Resolution(s): The MNCLHD Governing Board endorsed the Cyber Security Attestation.</p> <p>Action(s):</p> <p>a) Provide the Governing Board with Cyber Security Training completion rates.</p>
4.7	<p>Seclusion and Restraint in Emergency Departments</p> <p>Safe Assessment Rooms in the Emergency Departments were discussed.</p> <p>Resolution(s): The MNCLHD Governing Board noted the Seclusion and Restraint in Emergency Departments.</p> <p>Action(s):</p> <p>a) Clarify rate of seclusion and restraint.</p>
<p>Item 5. Standing Agenda Items</p>	
5.1	<p>Governing Board Chair's Report – verbal update</p> <p>The Governing Board Chair provided an update on:</p> <ul style="list-style-type: none"> Quarterly Performance Meeting. Meetings with General Managers from Bellingen, Coffs Harbour and Kempsey Councils and David Gillespie MP. <p>Action(s):</p> <p>a) Develop roster for Governing Board members to attend Quarterly Performance Meeting and MNCLHD craft group/council meetings</p>
5.2	<p>Chief Executive's Summary</p> <p>The Chief Executive provided an update on:</p> <ul style="list-style-type: none"> Industrial action. Senior Executive recruitment, People Matters Engagement Survey.

	<ul style="list-style-type: none"> Planned service activity on 22 September 2022. Aboriginal Workforce, Surgical Waitlist, Pricewaterhouse Coopers work. Manning Base Hospital support. <p>Resolution(s): The MNCLHD Governing Board accepted the Chief Executive’s Summary and attachments.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Provide an update on the culture transformation and realignment. Provide history on the closure of the Port Macquarie Acute Care Centre.
5.3	Board Member Staff Meetings
5.4	<p>MNCLHD Organisational Performance Report – Year to Date Results for July 2022</p> <p>The Governing Board commended the new format of the report.</p> <p>Resolution(s): The Governing Board discussed and accepted the Organisational Performance Report.</p>
5.5	<p>Enterprise Risk Report (ERM)</p> <p>The Governing Board noted:</p> <ul style="list-style-type: none"> Emerging Risk - Workforce shortages. Business Continuity Plans are progressing. Renal risk update. <p>Resolution(s): The MNCLHD Governing Board accepted the Enterprise Risk Report (ERM).</p>
5.6	<p>Anderson Report Recommendations (Staff Safety)</p> <p>Resolution(s): The MNCLHD Governing Board accepted the Anderson Report Recommendations (Staff Safety) update.</p>
5.7	<p>Serious Adverse Event Review (SAER) and Coroner Recommendations Report June 2022</p> <p>The Governing Board noted the overdue SAER Recommendation Report and CGIS Action Table.</p> <p>Resolution(s): The MNCLHD Governing Board accepted the SAER and Coroner Recommendations Report June 2022.</p> <p>Action(s):</p> <ol style="list-style-type: none"> Consider the addition of a new action: Provide an update on overdue recommendations at the December 2022 meeting.
Item 6. Board Submissions – to be taken as read	
6.1	Directorate Summaries
	<p>6.1.1 Aboriginal Health and Primary Partnerships</p> <ul style="list-style-type: none"> The Governing Board thanked R. Martin for the presentation.

	<ul style="list-style-type: none"> The Governing Board commended the MNCLHD-CSU Preventative Health Research project. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Aboriginal Health and Primary Partnerships.</p>
	<p>6.1.2 Research and Knowledge Translation</p> <ul style="list-style-type: none"> The Governing Board thanked Dr A. Bailey for the presentation The Governing Board commended the translational outcomes and noted the Directorate's challenges. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Research and Knowledge Translation.</p> <p>Action(s):</p> <p>a) Provide a Directorate Budget Analysis at the December 2022 meeting for discussion at Board Strategic Planning Day in January 2023.</p>
	<p>6.1.2.1 Translational Research Grant Scheme Outcomes</p> <p>Resolution(s): The MNCLHD Governing Board noted the Translational Research Grant Scheme Outcomes.</p>
	<p>6.1.3 Integrated, Allied and Community Cancer Care Services</p> <ul style="list-style-type: none"> The Governing Board thanked J. Wong for the presentation. <p>Resolution(s): The MNCLHD Governing Board accepted the Directorate Summary: Integrated, Allied and Community Cancer Care Services.</p>
6.2	<p>Board Sub-Committees</p>
	<p>6.2.1 Board Sub-Committee: Finance and Performance</p> <p>The Governing Board noted the reduction in excess leave balances.</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary August 2022: Finance and Performance Update July 2022; and Endorsed Minutes July 2022.</p>
	<p>6.2.2 Board Sub-Committee: Health Care Quality</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary July 2022; and Endorsed Minutes July 2022.</p> <p>Action(s):</p> <p>a) Provide an update on the Wauchope District Hospital Rehabilitation Unit.</p>
	<p>6.2.3 Board Sub-Committee: Board Sub-Committee: Medical Dental Appointments Advisory</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary July 2022; Endorsed Minutes July 2022; and Appointment of Visiting Practitioners July 2022.</p>

	<p>Action(s): a) Provide an update on Port Macquarie Base Hospital Ear, Nose and Throat recruitment.</p>
	<p>6.2.4 Board Sub-Committee: People and Culture</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary August 2022; and Endorsed Minutes June 2022.</p>
	<p>6.2.5 Board Sub-Committee: Close the Gap</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary August 2022 and Endorsed Minutes June 2022.</p>
	<p>6.2.6 Board Sub-Committee: Partnering with Consumers</p> <p>Resolution(s): The MNCLHD Governing Board accept the Chair's Summary September 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)	
8.1	<p>Correspondence to the Governing Board</p> <p>Resolution(s): The MNCLHD Governing Board noted the correspondence.</p>
Item 9. Governing Board Reflections	
9.1	The Governing Board Reflections were noted.
Item 10. Next Meeting	
10.1	12 October Kempsey District Hospital
Item 12. In-Camera Session for Discussion	
12.1	In-Camera Discussion
Item 13. Close	
13.1	The meeting closed at 3.29 pm.

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?