

MEETING MINUTES –Endorsed

DATE: Wednesday 11 November 2020

TIME: 2pm to 6pm

VENUE: Video Conference: Coffs Harbour Health Campus ME025 and Port Macquarie Large Conference Room Community Health Campus

Item / Description	Action	Att
Attendance and Declarations		
Welcome: Warren Grimshaw AM, Chair		
Present: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Dr Alison Seccull, Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland (JS), Rev. Dr John Barrett OAM (JBarrett), Neil Porter (NP), Dr Tim Francis (TF)		
Apologies: Sue McGinn OAM, David Kennedy (DK)		
In Attendance: Chief Executive Stewart Dowrick (SD), Director Communications and Strategy Vanessa Edwards (VE), Media Manager Lynn Lelean (LL), Manager Corporate Governance Delwyn Kruk (DKr), Julie Usher-Minutes, Tania Ellis, Acting Governing Board Support Officer		
Observers: Dr Jennifer Chambers		
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: on file		
Confidentiality: Noted		
Resolution: The Board noted appreciation for the efforts and professionalism of Julie Usher and wished her well in her secondment to Clinical Governance.		
Item 1: Presentations/Discussion		
1.1	Confidential In-Camera Session - 2pm to 2:30pm	
	1.1.1 File Note – 14 October 2020	
	<u>Resolution: The MNCLHD Governing Board:</u>	
	1. Endorsed the File Note of meeting 14 October 2020	
1.2	Update – Port Macquarie Base Hospital Medical Staff Council (PMBH MSC)	
	<ul style="list-style-type: none"> • Dr Jennifer Chambers provided the following update on behalf of the PMBH MSC • Dr Fiona Leslie was elected PMBH Chair for the next term. Dr Chambers is now Deputy Chair. • The last MSC was held via Microsoft Teams which increased engagement and participation. • MSC would like to contribute and participate in workforce planning, including short term and long term planning. • DMS position under recruitment. 	
	<u>Resolution: The MNCLHD Governing Board:</u>	
	1. Noted the matters outlined.	

	<p>2. Action: Board requested business paper on business brief process and how they are administered. Advice on process to be communicated across the MNCLHD.</p>
Item 2: Minutes and Action Table	
2.1	<p>Minutes</p> <p>2.1.1 Minutes of Meeting – 14 October 2020</p> <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Endorsed the Minutes of Meeting 14 October 2020</p>
2.2	<p>Actions</p> <p>2.2.1 Action Table</p> <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Action Table</p>
	<p>2.2.2 Action: Mid North Coast Bushfire Recovery</p> <ul style="list-style-type: none"> • A reassessment of Bellingen Hospital in regard to the site's fire safety management and risk program to be undertaken with the assistance of the Rural Fire Services. A review of options for further scrub clearing to be considered. <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Business Paper</p>
	<p>2.2.3 Action: Finance and Performance</p> <ul style="list-style-type: none"> • Board requested advice on the commentary regarding monthly audit and compliance reporting as reported by Asset Operations. <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Business Paper</p>
	<p>2.2.4 Action: MNCLHD NSW Board Report/ MNCLHD Organisational Performance Report/Mental Health Funding</p> <ul style="list-style-type: none"> • Board requested information on budget relating to weekend psychiatry services. • Board requested detail in regard to Mental Health funding (recruitment and increase to services). • Board requested strategy on time in ED KPI. • SD highlighted Tresillian initiatives with psychiatry supports. <p>Resolution: <u>The MNCLHD Governing Board:</u></p> <p>1. Noted the Business Paper</p>

2. **Action:** Mental Health initiatives that have been funded under COVID-19 arrangements to be communicated to the primary health care sector.

2.2.5 Action: Medical Workforce Plan

- Board requested the Medical Workforce Plan be referred to the People and Culture Committee and the Health Care Quality Committee seeking their advice on how to support staff health and wellbeing associated with increased elective surgery due to COVID-19.
- The number of wellbeing programs in place to support staff was noted.
- Engagement with PMBH MSC to be reviewed to again seek advice with regard to this plan.

Resolution: The MNCLHD Governing Board:

1. **Noted** the Business Paper and that PAC are addressing.
2. **Action:** Note there needs to be further communication to medical staff on this plan.

2.2.6 Action: Bellingen Medical Staff Council

- The Board requested advice on matters outlined by Dr Heslop.
- SD to attend the next Bellingen MSC meeting which is being held in October.
- SD attended Bellingen MSC recent meeting and noted agreement has been reached on outcomes.

Resolution: The MNCLHD Governing Board:

1. **Noted** the Business Paper and advice from the CE.

2.2.7 Action: MNCLHD Exit Survey

- The Exit survey format and application to be referred to the Director People and Culture/Performance Frontiers for advice

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper.
2. **Action:** Board supportive of the Executive to continue to promote staff exit interviews.

2.2.8 Action: Cyber Security Plan (MNCLHD Operational Plan Status Report)

- The Board requested advice with regard to development of item 4.15 Cyber Security Plan (listed in the MNCLHD Operational Plan Status Report).

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper
2. **Action:** Board seek advice on timing of roll out.

2.2.9 Action: RCA 20.07 – Interpretation of CTG (Cardiotocograph) Reports

The Maternity Services meeting to provide advice on interpretation of CTG Reports

- Board requested this item be included in report being prepared for February Board.

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper
2. **Action:** Board noted sound progress and seek update for February meeting.

2.2.10 Action: RCA Report

- Refer Item 4.1

2.2.11 Action: Bowraville Health One

- The Board requested a breakdown of the funding for this service

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper.

2.2.12 Action: Letter of appreciation

- WG to commend the People and Culture team on the You Make a Difference Campaign

Resolution: The MNCLHD Governing Board:

1. **Noted** the letter.

2.2.13 Action: Surgical Services Planning

- Board requested a progress report on surgical services planning 20/21.
- SD advised, surgical services planning continues including looking at all options available to assist services.
- A new Surgical Services Manager has been appointed to assist MNCLHD surgery flow.
- Discussions continue with staff across the District about the plan including medical staff across CHHC, PMBH and the COVID-19 Advisory Council.

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper.
2. **Action:** Board seek an update and further advice on surgical services planning at the next meeting.

2.2.14 Action: NMW Directorate Report – scenario modelling

- Board requested feedback on scenario modelling.

Resolution: The MNCLHD Governing Board:

1. **Noted** the business paper and items outlined in the scenario modelling.

2.2.15 Action: PMBH Helipad

- Board requested advice on capacity to achieve option 4.
- SD noted representations continue to the Ministry of Health on this matter.

Resolution: The MNCLHD Governing Board:

1. **Noted** the advice from CE on this matter.

Item 3: Strategic Items for endorsement and/or discussion

3.1	<p>Chief Executive's Report Stewart Dowrick submitted monthly report and spoke to various matters including:</p> <ul style="list-style-type: none"> • NSW Health Future Health Strategy will be released early in 2021. Recent workshops and feedback sessions very positively run. Information from this strategy will feed into the MNCLHD Health Strategy. • Reimbursement of COVID-19 funding being monitored and reviewed. • Work with Bellingen and Wauchope Steering Committee continues. • The Board noted the resignation of Dr Theresa Beswick and resolved their appreciation for her service over the years and important contribution to health services to the MNCLHD. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the Chief Executive's Report and verbal update by the CE. 2. Action: WG to write to Dr Theresa Beswick acknowledging her service and thanking her for her commitment to MNCLHD.
3.2	<p>Report: MNCLHD Organisational Performance Report</p> <ul style="list-style-type: none"> • Noted surgical targets will not be met. • Points of interest noted in discussion. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Received and noted performance of the MNCLHD Key Performance Indicators 2. Action: Board requested advice on points of interest.
3.3	<p>Business Paper: MNCLHD Enterprise Risk Management Update</p> <ul style="list-style-type: none"> • SD noted new Enterprise Risk Management framework being implemented. • MoH have requested the quarterly report include system-wide issues. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> 1. Noted the information provided in the brief. 2. Noted the Board look forward to receiving the Ministry proposal on risk reporting with the intention of commenting further.

3.4	<p>Business Paper: MNCLHD Aged Care Update</p> <ul style="list-style-type: none"> SD noted the MNCLHD is engaging with aged care providers around risk assessments, regular meetings, assistance and guidance being provided. Lessons learned from Victoria acknowledged. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the brief and await the findings from the Royal Commission into Aged Care Quality and Safety.
3.5	<p>Business Paper: MNCLHD Vaccination Clinics</p> <ul style="list-style-type: none"> Board advised of significant work already in place. <p>Resolution: The MNCLHD Governing Board:</p> <ol style="list-style-type: none"> Noted the information provided in the brief. Action: Board request update in early 2021.
3.6	<p>Health Reform</p> <p>3.6.1 State Health Reform</p> <ul style="list-style-type: none"> Discussion regarding the importance of this matter. Noted the MNCLHD Reform Agenda should fit into state agenda. Action: This item to be included on the Agenda for the MNCLHD Strategic Planning Day. Action: Board requested a copy of the State Health Reform/Plan when available. <p>3.6.2 Innovation and Research</p> <ul style="list-style-type: none"> Noted there will be a presentation at December Board by Dr Andrew Bailey. <p>3.6.3 The Premier's Priorities</p> <ul style="list-style-type: none"> Noted the new priorities and need to review how these will link in the MNCLHD reform agenda. Action: Board requested update of progress against The Premier's Priorities.
3.7	<p>Strategic Planning</p> <p>3.7.1 Proposed review process in January 2021</p> <ul style="list-style-type: none"> It was noted we need to review MNCLHD priorities in the context of the State Health Plan. Action: Facilitators to be engaged to assist with Strategic Planning Day. <p>3.7.2 North Coast Collective</p> <ul style="list-style-type: none"> The Board received update from Chief Executive on the status of this matter.
Item 4: Operational Items	
4.1	<p>Business Paper: MNCLHD RCA Update Report</p>

	<p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Business Paper. Action: Board requested a presentation by Dr Richard Tranter and other mental health clinicians on the RCA related to the mental health project at a future meeting.
4.2	<p>Business Paper: MNCLHD Capital Works Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Business Paper.
4.3	<p>Business Paper: MNCLHD Accreditation Update</p> <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Business Paper.
4.4	<p>Business Paper: Maternity Services Review – update</p> <ul style="list-style-type: none"> The Board noted the progress reported in the business paper and look forward to further advice on the outstanding recommendations. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided in the Business Paper.
Item 5: Governance Items – Board Sub Committees and associated reporting	
5.1	<p>Board Sub-Committee: Community Engagement</p> <ol style="list-style-type: none"> 5.1.1 Confirmed Minutes 21 July 2020 5.1.2 Chair’s Summary 21 September 2020 5.1.3 Chair’s Summary Community Reference Group 18 & 25 August <ul style="list-style-type: none"> Understanding of patient transport services was outlined. The recent Healthy Community Advisory committee meeting was held via Teams and highlighted engagement of members. Dr Alison Seccull has agreed to attend a Community Connections meeting. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided.
5.2	<p>Board Sub-Committee: People and Culture Committee (PAC)</p> <ol style="list-style-type: none"> 5.2.1 Confirmed Minutes 21 September 2020 5.2.2 MNCLHD People and Culture Reports October 2020 5.2.3 Chair’s Summary 19 October 2020

	<ul style="list-style-type: none"> Two new risks noted by the committee and put on the PAC risk plan. PAC is receiving regular updates on the cultural review and monitoring engagement of this into 2021. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided and the good work on initiatives.
5.3	<p>Board Sub-Committee: MDAAC</p> <ul style="list-style-type: none"> 5.3.1 Confirmed Minutes 10 September 2020 5.3.2 Chair’s Summary 8 October 2020 5.3.3 MDAAC CACD October 2020 <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided. Action: Board requested advice on progress of Kempsey Deputy Director of Medical Services recruitment.
5.4	<p>Board Sub-Committee: Integrating Care</p> <ul style="list-style-type: none"> 5.4.1 Confirmed Minutes 6 October 2020 5.4.2 Chair’s Summary 6 October 2020 5.4.3 Integrating Care – Terms of Reference 5.4.4 Integrating Care Work Plan – 2020-2021 <ul style="list-style-type: none"> Noted Mental Health listed for discussion at December meeting. Noted the Terms of Reference provide a good platform for other agencies to be included. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided. Endorsed the Integrating Care – Terms of Reference. Endorsed the Integrating Care Work Plan – 2020/2021. Action: Integrating Care Work Plan – 2020/2021 - Board seek further advice regarding progress.
5.5	<p>Board Sub-Committee: Health Care Quality</p> <ul style="list-style-type: none"> 5.5.1 Confirmed Minutes 28 September 2020 5.5.2 Chair’s Summary 26 October 2020 <ul style="list-style-type: none"> Noted completion rates for performance reviews are under target. <p><u>Resolution: The MNCLHD Governing Board:</u></p> <ol style="list-style-type: none"> Noted the information provided. Action: Board requested advice on completion rates of performance reviews.

5.6	<p>Board Sub-Committee: Research, Innovation & Health Service Development 2.6.1 Chair's Summary 2 October 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided.</p>	
5.7	<p>Board Sub-Committee: Finance and Performance 5.7.1 Confirmed Minutes 29 September 2020 5.7.2 Chair's Summary 27 October 2020 5.7.3 FOAM Presentation to F&P BSC 27 October 2020 5.7.4 Business Paper: Progress Update 2021/21 budget and timetable</p> <ul style="list-style-type: none"> • The Board noted COVID-19 funding. • Need to identify the four main risks in budget. • Noted the need to consider population growth and migration to the region in future budgets. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided. 2. Action: Board requested a letter be written to the Ministry seeking advice on any anticipated changes to COVID-19 funding in 2021.</p> <p>Dr Jennifer Chambers departed the meeting.</p>	
5.8	<p>Board Sub-Committee: Audit and Risk</p> <ul style="list-style-type: none"> • Sue McGinn OAM has indicated her desire to join this committee. 	Next meeting 3 Dec
5.9	<p>Board Sub-Committee: Close the Gap 5.9.1 Confirmed Minutes 18 August 2020 5.9.2 Chair's Summary 20 October 2020</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided.</p>	
Item 6: Directorate Dashboard and Summary Updates – not required this month		
Item 7: General Business, Correspondence and Business without notice		
7.1	<p>Confidential Items 7.1.1 Business Paper: Confidential Matters</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. Noted the information provided.</p>	

7.2	<p>Chair's Update: 7.2.1 Premier's Priorities: Emergency Department, hospital avoidance, Towards Zero Suicides initiatives, virtual care.</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. <i>Noted</i> the update provided</p>
7.3	<p>Board schedule 2021 (hospital visitations)</p> <p><i>Action:</i> Board requested a paper on hospital visitations schedule for 2021. Advice and feedback to be sought from Dr Alison Seccull.</p>
7.4	<p>Rural Doctors Network – follow up/support for staff recruited to MNCLHD. Documenting a process/policy.</p> <p><u>Resolution: The MNCLHD Governing Board:</u> 1. <i>Noted</i> the update provided.</p>
7.5	<p>MNCLHD COVID-19 Medical Engagement</p> <ul style="list-style-type: none"> • The engagement with medical staff across MNCLHD in this paper was noted.
7.6	<p>Integrated Care Governance</p> <ul style="list-style-type: none"> • The matter of a combined Integrated Care Committee with the PHN and other government agencies was discussed including the following; • The future delivery of care to be considered innovatively and effectively to address the health needs of the community. • Noted the importance of collaboration with other agencies. • Consider accountability, governance and risk framework, noting the MNCLHD is state funded. • Discussion regarding a 'Joint Advisory Body' to consider legal advice in terms of the decisions each Board makes. • Name proposal could be 'Joint PHN and MNCLHD Integrating Care Committee'. • Noted federal and state priorities may differ. <p><u>Resolution: The MNCLHD Governing Board:</u> 1. <i>Noted</i> the discussion. 2. <i>Agree</i> in principle to a joint Integrating Care Committee. This item to be further considered by the MNCLHD and referred to the Combined Board Meeting.</p>

	<p>3. Noted the need to look at exercising our accountability within the framework noting we have accountability to the State. Committee could possibly report to both the PHN and the MNCLHD Board.</p> <p>4. Action: Dr Jenny Beange and Dr Tim Francis to have further discussions in collaboration with the Chair in terms of accountability and risk frameworks and further advice to the Board.</p>
7.7	<p>MNCLHD Board Committee Structures</p> <ul style="list-style-type: none"> The need to review the four mandated Board sub-committees and the others which are optional was noted. <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> Noted the update provided and the clarification on sub-committees appreciated. Action: Board requested this item be discussed at the Strategic Planning day.
7.8	<p>Business Paper: PMBH Industrial matters</p> <p>Resolution: <i>The MNCLHD Governing Board:</i></p> <ol style="list-style-type: none"> Noted the update provided.
7.9	<p>SD further advised the following operational matters:</p> <ul style="list-style-type: none"> Dr Martin Cohen will return to the MNCLHD in 2021 to conduct annual review and progress against recommendations. SD provided update on options for the PMBH carpark expansion. The NSW Minister for Health will be visiting MNCLHD later this week.
7.10	<p>Governing Board Support Officer</p> <ul style="list-style-type: none"> The Board noted the 12-month secondment of Julie Usher to the Clinical Governance Unit and welcomed Tania Ellis who will be backfilling for the duration of the secondment. The Board thanked Julie for her great support over the past three years.
Item 8: Large Attachments and additional information	
N/A	
Item 9: Upcoming Events	
Date	Event Details
11 Nov	November Board Meeting - Port Macquarie
9 Dec	Annual Public Meeting - Coffs Harbour / December Board Meeting – Coffs Harbour
There being no further business the meeting closed at (please complete at end of meeting)	