

# HNECC Board Meeting

## Executive Summary – 14<sup>th</sup> December 2020

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Meeting name: HNECC Board of Directors</b> |                      |                        |
| <b>Date:</b> 14/12/2020                       | <b>Time:</b> 10.00am | <b>Venue:</b> Tamworth |

### Acknowledgement of Country – Jane Schwager

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| <b>Confirmation of previous Board Meeting Minutes</b> | The minutes of the Meeting held on 12 <sup>th</sup> October 2020 were accepted as a true and accurate record.   |
| <b>Chair's Introduction</b>                           | <ul style="list-style-type: none"> <li>It was advised that the Board Chair and the Board member representatives on the Clinical Councils met with the Clinical Council Chairs on 1 December and feedback from the meeting is included in the CEO's report.</li> <li>There was discussion relating to the level of PHN Board engagement with service providers and key stakeholders due to the pandemic.</li> <li>The significant pressures on the CEO and Executive team, associated with the COVID-19 pandemic in 2020, were acknowledged and appreciation was expressed to the PHN staff for the dedicated response by the organisation during what was an extremely challenging year.</li> </ul> |
| <b>CEOs Report</b>                                    | <ul style="list-style-type: none"> <li>The CEO Report was tabled and a summary of the key areas of focus for discussion during the meeting was provided. It was advised that the next Board meeting will focus on the overall strategy for the PHN, noting that the PHN's role in the rollout of the COVID vaccine will be a significant focus in early 2021.</li> <li>Feedback was provided from the recent meeting with the Clinical Council Chairs.</li> <li>An update on the Rural Health Workforce Concept and consultations was provided.</li> </ul>  |
| <b>Mental Health Strategy</b>                         | <ul style="list-style-type: none"> <li>A Briefing Paper on the HNECC Mental Health Strategy was tabled and a summary was provided.</li> <li>There was discussion regarding the significant increase in mental health issues being seen in the community.</li> <li>Social prescribing links with mental health were discussed along with the potential to utilise other professionals in an early intervention model.</li> </ul>   |
| <b>Healthy Weight Initiative Next Steps</b>           | <ul style="list-style-type: none"> <li>A Briefing Paper on the Healthy Weight Initiative Next Steps was tabled and a summary of the recommendations was provided.</li> </ul> <p><b>MOTION:</b> That the Board endorses continued support and development of the VFP platform for the PHN.<br/><b>Motion unanimously CARRIED</b></p>   |
| <b>Board Strategic</b>                                | <ul style="list-style-type: none"> <li>A Briefing Paper on the proposed Board Strategic Indicators for Commissioning, Corporate Services, Marketing Engagement &amp;</li> </ul>   |

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| Indicators                      | <p>Strategy, and Innovation were tabled and endorsed.</p> <p><b>MOTION:</b> That the Board endorses the proposed Strategic Indicators for the 2020/21 financial year.<br/><b>Motion unanimously CARRIED</b></p>  |
| Board Development Program       | <ul style="list-style-type: none"> <li>A Briefing Paper on the proposed Board Development Program for 2021 was tabled and endorsed.</li> </ul> <p><b>MOTION:</b> That the Board endorses the Board Development Program for 2021.<br/><b>Motion unanimously CARRIED</b></p>   |
| Board Policy/Document Reviews   | <ul style="list-style-type: none"> <li>A Briefing Paper on the updated Board Evaluation &amp; Succession Policy and update Board Sub-committee Terms of Reference was tabled and discussed.</li> </ul> <p><b>MOTION:</b> That the Board endorses:</p> <ol style="list-style-type: none"> <li>The updated Board Evaluation &amp; Succession Policy</li> <li>A change in title to the Remuneration &amp; Governance Sub-committee</li> <li>The updated SQP, SIRDP and FAR Sub-committee Terms of Reference</li> </ol> <p><b>Motion unanimously CARRIED</b></p> |
| Commissioning Competency Review | <ul style="list-style-type: none"> <li>A Briefing Paper on the Commissioning Competency Review and proposed next steps was tabled and discussed.</li> </ul>  |
| COVID-19 Lessons Learned        | <ul style="list-style-type: none"> <li>A Discussion Paper on COVID-19 Lessons Learned was tabled and the recommendations were reviewed and discussed.</li> <li>It was noted that the PHN's role in emergency response continues to be defined following the drought, bushfire, and current pandemic emergencies.</li> <li>It was agreed that there has been critical development in the PHN's relationship with the Aged Care sector and it was noted that the PHN remains alert and ready to respond to any emerging issues.</li> </ul>                     |
| Board Strategic Scorecard       | <ul style="list-style-type: none"> <li>The Board Strategic Scorecard was tabled and noted.</li> </ul>  |
| Finance Report                  | <ul style="list-style-type: none"> <li>The Financial Statements for the period ended 30 November 2020 were tabled and a summary was provided.</li> </ul> <p><b>MOTION:</b> That the HNECC Board endorses the Financial Statements for the period ended 30 November 2020.<br/><b>Motion unanimously CARRIED</b></p>   |

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| Risk and Compliance Report  | <ul style="list-style-type: none"><li>• The Risk and Compliance Report was tabled along with the Risk Heat Map.</li></ul>   |
| Marketing, Engagement & Strategy  | <ul style="list-style-type: none"><li>• The Marketing and Media Update was tabled and noted.</li></ul>  |
| Key Recommendations – Clinical Councils & Community Advisory Committees | <ul style="list-style-type: none"><li>• The key recommendations from the Clinical Councils and Community Advisory Committees were tabled, considered, and the responses were endorsed.</li><li>• It was noted that the Clinical Council and Community Advisory Committee Chairs will be invited to attend the Board Strategic Planning session.</li></ul> |
| Upcoming Board Decisions and Events                                     | <ul style="list-style-type: none"><li>• Summary of upcoming Board Decisions and Events was tabled and noted.</li></ul>  |