

# NALHN GOVERNING

## Meeting Minutes

1.00pm – 5.00pm, Wednesday 13 March 2024

CEO Meeting Room, Level 2, Lyell McEwin Hospital

Attendance	
Members:	Prof Judy Searle (Chair), Michael Forwood, Frank Lampard, Dr Carolyn Roesler, Mary Patetsos, Anne Burgess, David Swan, Andrew Culley
Apologies:	Sandra Wilkinson, A/Executive Director, People and Culture
Invited:	Karen Puvogel, Interim Chief Executive Officer, Natalia Hubczenko, Chief Finance Officer, John Maddison, Executive Director, Medical Services, Sandra Wilkinson, A/Executive Director, People and Culture, Damien Heffernan, A/Chief Operating Officer, Ros Agate, Interim Executive Director, Corporate Governance and Communications, Peter Mullen, Executive Director, Corporate Services
Secretariat:	Kellie Manson, Coordinator Board Services

### 1. In Camera

All Board Members were present for the In Camera discussion.

### 2. Preliminary Matters

#### 2.1 Acknowledgement of Traditional Custodians

The Chair provided the Acknowledgement of Country and welcomed all members to the meeting.

#### 2.2 Meeting Framing and Priorities

The Board discussed NALHN's preparedness for SNAP Accreditation.

The Board acknowledged the continued improvement and appearance of Board Reports, and noted a workshop will be held on Thursday 21 March 2024 with Executive Directors and the Board Secretariat to further develop a template for the Board and Committees papers.

#### 2.3 Declaration of Interests

Two Statements of Interest were noted, and the register amended.

No new conflicts of interest were declared by members.

#### 2.4 Confirmation of Minutes

The Board acknowledged the updated appearance of the Minutes template with clear actions.

The Board Chair encouraged the Executive Team to seek clarification if required on any actions with the Board Secretariat.

The minutes of the NALHN Governing Board meeting held on 15 February 2024 were accepted as a true and accurate record.

## 2.5 Actions Arising

The Actions were discussed, noted, and updated to reflect current status.

## 2.6 Chair Board and Board Member Remarks

The Board Chair acknowledged the impact of the new initiatives implemented by the Interim Chief Executive Officer and thanked all staff for stepping up over the past few weeks.

## 2.7 CEO Report

The paper for this item was taken as read. The Interim Chief Executive Officer provided an update on emerging issues, hot topics, and other initiatives across the organisation.

The Board acknowledged the good news stories and achievements that were included in the report.

### Recommendation(s):

The NALHN Governing Board:

1. Noted the Chief Executive Officer's Report, outlining emerging issues, hot topics, an update on key major initiatives.

Action		
The Playford Health and Wellbeing Precinct University Campus Proposal to be discussed out of session.	Chair Interim, Chief Executive Officer	April 2024

## 3. Presentations

### 3.1 Demand Management Planning for the Short and Long Term

The paper for this item was taken as read. The Interim Chief Executive Officer spoke to the report and provided an update on the Demand Strategies to create acute capacity across NALHN.

Discussions were held regarding the development and ongoing work around the necessity of immediate and mid term strategies, including the identified risks, impacts of consumers (past and present), workforce and timelines, statewide services, and the plan to progress the longer term strategies.

### Recommendation(s):

The NALHN Governing Board:

1. Discussed and noted Demand Management Planning Strategies for the immediate, mid and long term.

Action		
A scorecard to be developed outlining the progress on immediate and mid term strategies, identified risks, impact on workforce and time frames.	Interim, Chief Executive Officer Chief Finance Officer	April 2024
The Scorecard to be included in the CEO Report to the Board and Monthly Minister meeting agenda.	Board Secretariat	April 2024

**4. Performance Reports/Committee Chair's Report**

**4.1 Capital Works and Infrastructure Report**

The paper for this item was taken as read. The Executive Director, Corporate Services was in-attendance and provided an update on Capital Works and Infrastructure relating to:

- Modbury Mental Health Services - Rehabilitation (*Election Commitment*), Older Persons Mental Health and Car Park
- Modbury Hospital Cancer Centre (*Election Commitment*)
- Lyell McEwin Hospital (LMH) 48 Acute General Medical beds (*Election Commitment*)
- Mental Health Crisis Stabilisation Unit (incorporated with Head to Health)
- Lionsgate

**Recommendation(s):**

The NALHN Governing Board:

1. Noted the Capital Works and Infrastructure update.

Action		
An update on Lionsgate including stage 1 & 2 to be included in future Capital Works and Infrastructure Report.	Executive Director, Corporate Operations	April 2024

**4.1.a Capital Works Management and Governance**

The paper for this item was taken as read. The Executive Director, Corporate Services was in-attendance and spoke to the report.

The Board discussed the Governance Framework, Accountability and Responsibility matrix for the management of new major capital infrastructure projects including the risk owner.

**Recommendation(s):**

The NALHN Governing Board:

1. Noted that the network currently has five (5) NEW major capital projects that have been commissioned by the SA government.
2. Noted the Governance Framework and the responsibility for the development and construction of these NEW major capital projects resides with Department for Health and Wellbeing (DHW) as the lead agency.

**4.2 Work Health and Safety Report Including Employee Assistance Program (EAP) usage.**

The paper for this item was taken as read. The Interim, Executive Director, Corporate Governance and Communications was in-attendance and provided an update on Work Health and Safety across NALHN.

The Board discussed and acknowledged Psychological Incidents and Claims and sought further clarification on current WHS legal matters and consumer compensation claims for medical malpractice.

The Board deferred discussions regarding Board Mandatory training requirements, until a comparison of other Local Health Networks training has been conducted.

Discussions were held regarding trips, slips and falls and sought further clarification on the areas these are occurring.

**Recommendation(s):**

The NALHN Governing Board:

1. Noted the Work Health and Safety (WHS) update March 2024.

Action		
WHS Report to include Mandatory training requirements for Board Members. An update to be included in the 10 April 2024 WHS Report.	A/Executive Director, People and Culture	April 2024
A review of slips, trips and falls including trend data to be included in the Work Health and Safety Report on 10 April 2024	A/Executive Director, People and Culture	April 2024
An annual report on WHS legal matters and consumer compensation claims to be provided to the Board ongoing.	Chief Finance Officer	May 2024
A paper providing assurance that there are robust processes in place for staff to make a complaint.	I/Executive Director, Corporate Governance and Communications	April 2024

#### 4.2.a NALHN Workforce Planning

The paper for this item was taken as read.

The Board noted the NALHN Unplanned Turnover, Risk Identification and Action Plan.

Discussions were held regarding the key findings that were consistent across all disciplines within NALHN.

The Board acknowledged the report and discussed the need for further work to be undertaken to understand the reasons why unplanned turnover is occurring, the risks and actions being implemented in relation to each professional discipline.

##### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the current Workforce Planning activities across NALHN.

#### 4.2.b Employee Assistance Usage update

The paper for this item was taken as read.

Discussions were held regarding the risks and strategies highlighted throughout the EAP usage update.

The Board acknowledged the uptake of EAP services by NALHN staff members and families throughout October to November 2023 - 24.

##### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the Employee Assistance Program (EAP) usage for NALHN update.

#### 4.3 Finance Report

The report for this item was taken as read. The Chief Finance Officer was in-attendance and spoke to the Report.

The Board acknowledged the issue with coding timeliness, the current recruitment drive in place to employee additional coders and noted this is a whole of system issue.

The Board discussed the Minister's Financial Authorisation and Instrument of Authorisation and noted the total delegation has not changed.

##### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the Finance Report for the month of January 2024.
2. Noted T18 and Minister's Financial Authorisation to LHN Governing Boards.
3. Approved the Instrument of Authorisation by the Governing Board of NALHN to the Chief Executive Officer of NALHN Financial Authorisations.

#### 4.4 Statewide Services

The report for this item was taken as read. The Executive Director, Medical Services was in-attendance spoke to the Report.

Discussions were held regarding the recent developments regarding the provision of Statewide Services to NALHN, Governance Structure, the delineation of these services within the 2023-24 Service Level Agreement and the escalation pathway for issues arising from services.

**Recommendation(s):**

The NALHN Governing Board:

1. Noted the updates provided on Statewide Services provision of service to NALHN.

Action		
An update on the Governance Structure of Statewide Services to be provided through the CEO Report, the escalation pathway for any issues and the status of the 2023-24 Service Level Agreement to be provided to the Board on 10 April 2024.	Interim Chief Executive Officer I/Executive Director, Corporate Governance and Communications	June 2024

#### 4.5 Performance Report

The report for this item was taken as read. The A/Chief Operating Officer was in-attendance and spoke to the report.

**Recommendation(s):**

The NALHN Governing Board:

1. Discussed and noted the Monthly Performance Report (Access and Flow) – January 2024.

#### 4.6 Demand Management and Patient Flow Committee

##### 4.6.a Chair's Summary

The report for this item was taken as read.

**Recommendation(s):**

The NALHN Governing Board:

1. Discussed and noted the key achievements, decisions and outcomes of the Chair, Demand Management and Patient Flow Committee to the Board Summary Report.
2. Noted the Minutes of the Demand Management and Patient Flow Committee to the Board meeting held on 5 February 2024.

#### 4.7 Clinical Governance Committee to the Board

##### 4.7.a Chair's Summary Including SNAP Accreditation update

The report for this item was taken as read.

**Recommendation(s):**

The NALHN Governing Board:

1. Discussed and noted the Chair, Clinical Governance Committee to the Board Summary Report.
2. Noted the Unconfirmed minutes of the Clinical Governance Committee to the Board dated 18 December 2023.

#### 4.7.b Safety and Quality Report

The report for this item was taken as read.

#### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the Safety and Quality Report reflecting data on Department for Health and Wellbeing (DHW) – NALHN Service Agreement – Tier 1 and Tier 2 Key Performance Indicators and Supplementary Safety Indicators to January 2024.

### 5. Matters for Approval

5 Nil

### 6. Matters for Discussion/Noting

#### 6.1 Colonoscopy Strategy

The report for this item was taken as read. The A/Chief Operating Officer was in-attendance and spoke to the Report.

Discussions were held regarding the actions and strategies that have been implemented to correct and mitigate the risk and improve access to care for Endoscopy/Colonoscopy Services across NALHN.

The Board acknowledged the Colonoscopy Strategy was presented to the Clinical Governance Committee to the Board on 4 March 2024.

#### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the Colonoscopy Strategy update.

### 7. Correspondence

7.1 The correspondence from Health Performance Council was taken as read.

7.2 The correspondence 2023-2024 NALHN Service Agreement Deed of Amendment was taken as read.

### 8. Other Business

#### 8.1 10 April 2024 Draft Agenda and forward planning calendar.

#### **Recommendation(s):**

The NALHN Governing Board:

1. Noted the Board Forward Plan and Draft Agenda 10 April 2024, noting additional items to be added.

The Board acknowledged Dr Lowitja O'Donoghue South Australia's First Aboriginal Nurse, and thanked Board Member Frank Lampard for attending her funeral on 8 March 2024.

The Board thanked the Interim Executive Director, Corporate Governance and Communications for her outstanding efforts and achievements during her time at NALHN and wished her all the best for her future endeavours.

**Meeting closed:** Meeting closed 5.00pm

**Next meeting:** Wednesday 10 April 2024, 1.00pm – 5.00pm,  
Main Board Room | level 5 | Modbury Hospital



**MINUTE AUTHORISATION**

Confirmed that these minutes are signed as a true and accurate record of the proceedings of the meeting, as confirmed by the NALHN Governing on 10 April 2024

Chair name: <i>Judy Searle</i>	Signature: <i>J.S.</i>	Date: <i>10/4/2024</i>
--------------------------------	------------------------	------------------------