

**Eyre and Far North Local Health Network
GOVERNING BOARD MEETING MINUTES**

**Thursday 14 December 2023 1.00pm – 4.00pm
Port Lincoln Hospital + Teams**

Name	Position/Title	Attendance	Item
Michele Smith	Chair	P	All
Leanne Dunchue	Member	P	All
Jamie Siviour	Member	P	All
Dr David Mills	Member	P	All
Christine Thyer	Member	P	All
Trevor Smith	Member	P	All
Chris Sweet	Member	P	All
Peter Auhl	Member	V	All
Attendees			
Julie Marron	Chief Executive Officer EFNLHN	P	All
Judy Pink	Interim Chief Finance Officer EFNLHN	P	All
Jane Robinson	Director Governance and Strategy EFNLHN	P	All
Guests			
Dr Susan Merrett	Executive Director Medical Services	P	All
Andrew Lane	Executive Director Nursing and Midwifery	P	All
Sharon Ryan	Executive Director Community and Allied Health	P	Item 2.2. & 3.2
Malinda Watson	Director Corporate Services	P	Item 2.1
Andrea Triggs	Director Mental Health	P	Item 3.5
No Apologies			

We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon today.
 We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country.
 We also pay respect to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia present here.

Eyre and Far North Local Health Network GOVERNING BOARD Meeting Minutes 14/12/2023		
	Agenda Item	Discussion Points
1.	OPENING	Meeting opened at 1.00pm, with quorum
	1.1 In Camera Discussion	<ul style="list-style-type: none"> Started at 1.00pm, ended at 1.25pm.
	1.2 Welcome and Apologies	<ul style="list-style-type: none"> Acknowledgement of Country. Apology P. Auhl Welcome to new EFNLHN Executive appointments: <ul style="list-style-type: none"> J. Pink, Chief Finance Officer A. Lane, Executive Director Nursing and Midwifery A. Triggs, Director of Mental Health
	1.3 Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> Nil.
	1.4 Confirmation of previous Minutes	<ul style="list-style-type: none"> Confirmed, move by C. Sweet, seconded by T. Smith, agreement to Minutes being signed by the Chair.
	1.5 Actions from previous Minutes	<ul style="list-style-type: none"> Board notes updates about: <ul style="list-style-type: none"> Progress with obtaining legal advice relating to Section 19 (2) exemptions under the <i>Health Insurance Act 1973</i> for EFNLHN-owned Medical Practices Streaky Bay Medical Clinic Inc (SBMC Inc), further discussions with the SBMC Inc Chair scheduled Limitations on staff travel for non-clinical activities being implemented for 12 weeks, to mid-March 2024.
	1.6 Notification of Other Business	<ul style="list-style-type: none"> D. Mills sought a progress report on the Oodnadatta Health Clinic.
	1.7 Patient Story	<ul style="list-style-type: none"> Board discussed what foods could be brought in by families for residents of EFNLHN's aged care facilities for the festive season, after confusion at one facility. A. Lane provided clarification about food safety arrangements and that some residents were not able to eat particular types of food. Board concluded that advice be sent to sites clarifying what food could and could not be brought in for residents in the lead up to Christmas and why, to support staff to have these conversations.
2.	MATTERS FOR DECISION	

2.1	EFNLHN Risk Register Annual Review	<ul style="list-style-type: none"> • Board noted the annual review of the EFNLHN Risk Register and that work was continuing on aligning risk targets, performance against those risks and the Board's risk appetite, as several risk items were still performing below that risk appetite. • Staff recruitment and retention continued to be an extreme risk which the Board acknowledged was challenging to control and treat in the current environment. • Board discussed revisiting EFNLHN Business Continuity planning in light of workforce pressures to better understand the potential impact on sites and services, and to ensure business continuity plans are up to date. • Board revisited the LHN's COVID response plan, setting out how services would be prioritised in response to a crisis, and agreed that this was a good starting point for a review of Business Continuity planning. • Board reiterated that it had no appetite for closing services.
2.2	EFNLHN Integrated Governance Framework	<ul style="list-style-type: none"> • Board conducted its annual review of the EFNLHN Integrated Governance Framework (October 2023) and approved the Framework with no revisions.
3.	MATTERS FOR DISCUSSION	
3.1	Streaky Bay Medical Clinic Update	<ul style="list-style-type: none"> • Board noted that a discussion had been scheduled with the Clinic's Board Chair imminently.
3.2	Pregnancy Advisory Service	<ul style="list-style-type: none"> • Board endorsed a proposal for a Pregnancy Advisory Service to commence at Port Lincoln Hospital in 2024.
3.3	Intermediate Care to ABF Transition Update	<ul style="list-style-type: none"> • Board noted that on current data, EFNLHN was \$2.2 million ahead of the 2023-24 activity target for intermediate care at Port Lincoln Hospital, thus the risk of not achieving that activity target had been managed. • Board congratulated Community and Allied Health Directorate staff for developing a change management program quickly and effectively to transition from grant to activity funding for this service.
3.4	NDIS six-monthly Report	<ul style="list-style-type: none"> • Board noted that a review of the LHN's NDIS service is underway, the service had not grown in three years and was facing a series of barriers to growth, including lack of access to Allied Health Professionals (AHPs) and outdated service models. • Board supported a proposal for the LHN to explore options for future service models, including what impact those different options might have on both staff and consumers.
3.5	Mental Health six-monthly Report	<ul style="list-style-type: none"> • Board noted the report, including that Key Performance Indicators (KPIs) have been met in spite of vacancies across the team.

	3.6 Aged Care Quality Standards Quarterly Update	<ul style="list-style-type: none"> Board noted the report, including that EFNLHN has met or exceeded the mandatory quality indicators over the reporting period.
	3.7 NSQHS Standards Accreditation Update	<ul style="list-style-type: none"> Board noted that EFNLHN's preparation for accreditation against the national safety and quality standard was progressing well, however, compliance with mandatory training requirements was still an issue. Board advised that the LHN planned to change its approach to mandatory training going forward by theming months against a specific standard and focusing education and training resources on that standard.
	3.8 CEO First 100 Days Plan	<ul style="list-style-type: none"> Board noted the successful completion of the Chief Executive Officer's first 100 days plan, with a particular focus on staff wellbeing and reward, including the rollout of the staff service awards program, Thanksalot!, which had been well received by staff.
	<p>3.9 Chief Executive Officer Report</p> <p>3.9.1 CEO Report December 2023</p> <p>3.9.1.1 Performance Report November 2023 (Sept data)</p> <p>3.9.1.2 EFNLHN Q1 2023-24 Performance Review Summary</p> <p>3.9.1.3 SA Health Performance Framework KPIS – System Performance Oct 2023</p> <p>3.9.1.4 Executive Committee Summary</p>	<ul style="list-style-type: none"> Board noted the Report, including the appointment of a permanent Director of Nursing at Coober Pedy and plans to improve staff accommodation at that site. Board noted the performance reports, with workforce challenges continuing to impact on the LHN's performance against productivity and efficiency targets. Board noted the summary
	<p>3.10 Finance Report</p> <p>3.10.1 Finance Report October 2023</p>	<ul style="list-style-type: none"> Board noted the Report, with an End of Year budget forecast deficit of \$11m, which was in line with Finance projections. Board discussed the ongoing cost of agency staff and how that issue was being managed, and the potential for the GP Fee for Service (FFS) Agreement to increase costs above current projections, when it was renewed in early 2024.

		<ul style="list-style-type: none"> • Board noted that 19 newly-registered Nurses were taking part in the Transition to Professional Practice Program (TPPP) this year and that EFNLHN had retained 90% of last year's TPPP participants, which meant not having to use as many agency staff for the junior Nursing workforce. • In light of the constrained financial environment and ongoing workforce challenges, the Board asked for more detailed financial information at future Board meetings, including about agency costs and how they were being managed.
	<p>3.11 Board Committees</p> <p>3.11.1 Finance and Performance Committee</p> <p>3.11.2 Clinical Governance Committee (CGC)</p> <p>3.11.2.1 CGC Minutes</p> <p>3.11.2.2 Referral of Pharmacy Service Governance Memorandum</p> <p>3.11.2.3 Referral of Challenging Behaviours Cluster Incident</p> <p>3.11.3 Audit and Risk Committee (A&RC)</p> <p>3.11.4 Consumer, Community and Clinical Engagement Committee</p> <p>3.11.5 Tier 1 Committee Terms of Reference Annual Review</p>	<ul style="list-style-type: none"> • Board noted the Committee Minutes. • Board noted the Committee Minutes and the Memorandum. • Board noted a report about a cluster of Mental Health-related incidents at Coober Pedy Hospital, slow SAPOL response times had been highlighted; this item would stay on the Clinical Review Committee agenda and be reported to the CGC. • Board noted the Committee Minutes, including that A&RC had endorsed a new EFNLHN Gifts and Benefits Procedure and Register, aligned with the new SA Health Gifts and Benefits Policy. • Board also noted that A&RC was revisiting the issue of cladding safety at Port Lincoln Hospital in the wake of London's Grenfell Tower issue and the funding of the LHN's asset sustainment program. • Board noted the Committee Minutes, including that six Health Advisory Council (HAC) Annual General Meetings had been conducted and that three new HAC Presiding Members had been nominated for appointment and were taking part in induction activities. • Board also noted that both the EFNLHN Consumer and Community Engagement and EFNLHN Clinician Engagement Strategy were currently being reviewed before their third anniversaries, as required by the Health Care Act, and that planning was underway for development of the next iterations of those Strategies. • Board reviewed the Terms of Reference for the four Board (Tier 1) Committees and noted that the Audit and Risk Committee TOR no longer required an Independent Chair.

	<p>3.12 Chairperson Update</p> <p>3.12.1 Update</p> <p>3.12.2 EFNLHN Board Charter Volume 2 Annual Review</p>	<ul style="list-style-type: none"> • Chair's update noted. • Board Charter Volume 2 annual review completed, with an amendment to clause 10.4 about the Tier 1 CCCE Committee membership, which would also be reflected in that Committee's TOR, and the need to amend the Charter once digital innovation committee arrangements had been finalised.
4.	MATTERS FOR NOTING	
	<p>4.1 EFNLHN Self Generated Briefings</p> <p>4.1.1 Home Care Support Worker + Update</p> <p>4.1.2 Temporary Suspension of Birthing Service</p>	<ul style="list-style-type: none"> • Board noted the briefings.
	<p>4.2 Major Correspondence</p> <p>4.2.1 EFNLHN Delegations re Health Services Charitable Gifts Board</p> <p>4.2.2 RDWA Annual Report</p> <p>4.2.3 RSS Governance Committee Minutes Oct & November 2023</p>	<ul style="list-style-type: none"> • Board noted the correspondence.
5.	OTHER BUSINESS	
	5.1 Other Business from Item 1.6	<ul style="list-style-type: none"> • D. Mills sought further information about arrangements for the future of the Oodnadatta Health Clinic.
6.	MEETING FINALISATION	
	6.1 Review actions to be taken	<ul style="list-style-type: none"> • Board noted the action items.
	6.2 Meeting Evaluation	<ul style="list-style-type: none"> • Completed.
	6.3 Agenda items for next meeting	<ul style="list-style-type: none"> • Noted.
	6.4 Meeting Close	<ul style="list-style-type: none"> • Meeting closed.
<p>Next Meeting: 29 February 2024, via Teams 2.00pm – 5.00pm</p>		

Minutes approved

A handwritten signature in black ink that reads "James D Siviour". The signature is written in a cursive style and is underlined with a single horizontal line.

Jamie Siviour
Acting Chair, Eyre and Far North Local Health Network
29 February 2024