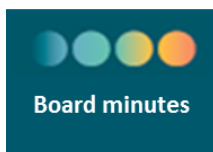


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Agenda Item 5.0

Minutes for Board meeting

03/09/2020 | 9:13 AM – 12:57 PM - ACST

Executive Conference Room, 2nd Floor, Block C, Repatriation Health Precinct

Invitees

Board Members	SALHN Executive
Professor Chris Baggoley	Professor Susan O'Neill, Chief Executive Officer (CEO)
Mr Mark Butcher (Chair)	Ms Julie Bowman, Executive Director Governance & Risk (EDGR)
Ms Virginia Hickey	Mr Wayne Gadd, Chief Finance Officer (CFO)
Associate Professor Tamara Mackean	Mr David Morris, Chief Operating Officer (COO)
Ms Julie Mitchell	Observers/advisors
Ms Jill Noble	
Ms Jenny Richter	

~ A tour of the Specialist Advanced Dementia Unit (SADU) was conducted between 8am – 9am ~

1. Welcome/Apologies & Acknowledgement to Country

Mr Butcher welcomed Board members and all those in attendance to the meeting. Associate Professor Mackean's attendance via video-conference was noted.

Mr Butcher paid respect to Traditional Owners and the continuing connection of the Kaurna people to Country. Mr Butcher highlighted the findings of the Health Performance Council audit report on Institutional Racism within the South Australian Health system and reaffirmed SALHN's commitment to its improvement work in relation to improving cultural safety, service access, community engagement and health outcomes for Aboriginal and Torres Strait Islander peoples.

2. Declarations of Interest

Interests were noted.

3. Starring of items

No additional items were starred for discussion.

4. Minutes of previous meeting

DECISION: The Minutes of the meeting held on 6 August 2020 were endorsed as a true and accurate record of proceedings.

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'Pending' Actions arising from previous meetings were discussed at relevant Agenda items, held over until their due date, or noted as follows:

Action #	Update
#78	<p>Mr Butcher and Professor O'Neill summarised the discussion points of the meeting with the Chair of the Flinders Foundation Board.</p> <p>The Board discussed opportunities to connect with the Foundation, supported by relevant governance instruments, in relation to:</p> <ul style="list-style-type: none"> • Capital Projects; • Staff well-being initiatives; and • Philanthropy stimulus targeting research into the prevention and management of dementia.
#10	<p>Mr Butcher highlighted the People and Culture report will be presented at the October meeting. The Board supported the Chief Workforce Officer's (CWO) request for one-to-one discussion regarding People Strategy critical success factors prior to the next meeting.</p>

DECISION: The Board noted the completed Actions.

ACTION: One to one phone calls to be scheduled between the CWO and Board members during September. (Assignee(s): Michael Francese; Erin Burke; Due Date: 1/10/2020)

6. Values Moment

The Board discussed:

- Their observations of the SADU;
- Positive experiences of consumers/family members of the care received;
- Connection of facilities and model of care; and
- Status of plans with respect to establishing the NBU.

DECISION: The Board noted the values moment and acknowledged the high standard of the SADU environment and care needs of this vulnerable population.

7. (draft) Annual Report 2019-20

The EDGR, Ms Bowman, provided an outline of the:

- Annual reporting requirements to parliament;
- Method used to source data and associated narrative as per the mandated requirements and reporting template;
- Requirement to attach the audited financial statements once endorsed; and
- Time frames for submission to the Minister's office.

The Board discussed, amongst other items, the:

- The scale of improvement in financial position as at year end 2019-20 compared to 2018-19;
- Work health and safety performance data and priorities for improvement;
- Number and nature of notifiable incidents;
- Dashboard requirements to assist the Board in monitoring performance;

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- Utilisation of the Annual report and/or associated summary inclusive of visual illustration as tools to engage and inform the community, researchers and partners;
- Systems in place to verify data and content of the Annual Report; and
- Requirement for 'Management Representation' letter prior to the Audit and Risk Sub-committee's consideration of the audited Financial Statements.

DECISION: The Board noted the draft report and requested amendments as per discussions outlined above.

DECISION: The Board supported the development of a supplementary brochure to the Annual report for the purposes of community engagement and communication with staff, consumers, researchers and partners.

DECISION: The Board supported the LHN Board Chairs group discussing the evolution of construct and style of Health agency annual reports with the Minister.

ACTION: *Executive to amend the report as per discussions above following verification of some data points (Assignee(s): Julie Bowman; Due Date: 15 September 2020)*

ACTION: *Executive to document process undertaken to compile the report and verification processes (Assignee(s): Julie Bowman; Due Date: 15 September 2020)*

ACTION: *Section 17 of the Health Care Act and PC013 Annual reporting to be distributed to Board members (Assignee(s): Julie Bowman; Due Date: 15 September 2020)*

ACTION: *Executive to develop a supplementary annual report brochure/summary (Assignee(s): Fran Gallardo; Julie Bowman; Due Date: 18 November 2020)*

ACTION: *LHN Board Chairs group to discuss evolution of style, structure and format of Health agency annual reports (Assignee(s): Mark Butcher; Julie Bowman; Due Date: TBC)*

ACTION: *Dashboard inclusive of WHS and notifiable incidents to be included in future Board packs (Assignee(s): Julie Bowman; Michael Francese; David Morris; Due Date: 1 October 2020)*

8. CEO Report and 10. Service agreement.

Agenda items 8 and 10 were considered concurrently.

The CEO, Professor O'Neill outlined:

- SALHN's COVID 19 response including:
 - Current status within SA in relation to zero active cases with no evidence of community transmission;
 - Consequence to patient flow from implementation of public health directives supporting respiratory infection transmission precautions, including when symptoms relate to allergies;
 - Progression to 'outbreak' risk management approach rather than emergency management; and
 - Continued priority on staff safety and wellbeing.
- RHP site issues and potential for fragmentation of support to patients and approaches to staff and contractor safety;
- The Health Performance Council report; methodology used; issues raised with respect to institutional racism across the SA Health system; and SALHN's prioritised approach to Aboriginal and Torres Strait Islander cultural safety and service access improvement work; and
- Current status of negotiations with DHW in relation to the Service Agreement and associated budget.

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The Board discussed amongst other items:

- Evolving external and internal environmental factors at play with respect to COVID-19;
- RHP site governance challenges and need to ensure quality patient care, staff safety and consistent and effective COVID-19 risk management;
- Investment required for effective RHP site governance, including appropriate memorandum of agreement and funding;
- Standards utilised in the Health Performance Council audit and utilisation into the future to provide a picture of quality performance;
- Opportunities for improvement by the Health Performance Council in process of engagement with stakeholders and the approach taken in conducting this and future audits;
- Value of using the Health Performance Council report as another lens for reflection on performance in this area and its utility as a baseline to track the impact of improvement work in relation to cultural safety, service access, community engagement and health outcomes for Aboriginal and Torres Strait Islander peoples;
- Benefits of connecting research in progress investigating Aboriginal and Torres Strait Islander experiences and outcomes of the health system;
- Activity levels within ED and across the network;
- Impact on flow of FMC side room infrastructure not catering to public health directives to support respiratory infection transmission precautions;
- Capital Projects discussions to focus on addressing infrastructure needs in light of current and future outbreak events;
- Current status regarding EMR implementation Projects and SHEP; and
- Wellbeing Wallet initiatives in support of staff well-being.

DECISION: The Board noted the report.

DECISION: The Board supported Executive to progress discussions with DHW in relation to assuming RHP site governance subject to a documented risk analysis and inclusion of adequate funding for site management activities.

DECISION: The Board supported continuation of current program of improvement work in relation to cultural safety, service access, community engagement and health outcomes for Aboriginal and Torres Strait Islander peoples and supported the connection of current research in this area to the improvement program.

DECISION: The Board agreed the Capital Projects Sub-committee to consider the Master Plan in light of impact of COVID and economic stimulus package opportunities.

ACTION: *Executive to document risk analysis associated with current state of RHP site governance and risks and benefits of range of treatment options (Assignee(s): David Morris; Wayne Gadd; Julie Bowman; Due Date: 1 October 2020)*

ACTION: *Executive to progress discussions with DHW regarding assuming site governance responsibility on an interim basis, noting the requirements outlined above. (Assignee(s): David Morris; Wayne Gadd; Due Date: 1 October 2020)*

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ACTION: *Board Chair and CEO to be informed of current research in progress with respect to Aboriginal and Torres Strait Islander experiences of the health system (Assignee(s): Mark Butcher; Sue O'Neill; Tamara Mackean; Due Date: 1 October 2020)*

ACTION: *Capital projects Sub-committee to reconvene to consider the Master Plan in light of impact of COVID and economic stimulus package opportunities (Assignee(s): Mark Butcher; David Morris; Erin Burke; Due Date: 1 October 2020)*

ACTION: *Board Chair to send letters of congratulation on behalf of the Board to Wellbeing Wallet winners (Assignee(s): Mark Butcher; Erin Burke; Due Date: 1 October 2020)*

9. Community Engagement Sub-committee

The Chair of the Sub-committee, Ms Mitchell outlined the:

- Discussions at the 13 August 2020 meeting, including the continued focus on the development of the Community Engagement strategy, associated stakeholder mapping and focus group processes in progress; and
- Recommendation to the Board to approve the incorporation of the Annual Public Meeting into the 'Big Bash Festival' activities planned for 18 November 2020, pending COVID-19 restrictions.

The Board discussed the:

- Progress with respect to the Community Engagement strategy development;
- 'Big Bash Festival' concept; and
- Arrangements for the Annual Public Meeting.

DECISION: **The Board noted the Sub-committee's report.**

DECISION: **The Board unanimously supported the inclusion of the Annual Public meeting within the 'Big Bash Festival' on 18 November 2020, COVID-19 restrictions permitting.**

ACTION: *Annual Public meeting preparations to progress via the Community Engagement Sub-committee (Assignee(s): Julie Mitchell; Fran Gallardo; Due Date: 5/11/2020)*

10. Service agreement

The Service agreement was discussed concurrently with Agenda Item 8.

11. SALHN Financial Performance

The Chief Finance Officer, Mr Gadd highlighted:

- The management account's end of month position for July 2020;
- The management account's end of year forecast position for 2020-21;
- SALHN's 2020-21 Budget status; and
- Details being sought from the DHW in several areas.

The Board discussed, amongst other items:

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- July performance and end of year forecast position as per management accounts;
- Current status in relation to timeliness of clinical coding;
- Monthly communications planned with the DHW to ensure transparency of SALHN’s understanding of expenditure parameters;
- Requirement for “management representation” letter to be provided to the Audit and Risk Sub-committee ahead of their consideration of the audited Financial Statements; and
- Timeline for consideration of audited Financial Statements, decision via circular resolution 14th September 2020, ahead of signing of statements and their submission to the DHW on 15th September 2020.

DECISION: The Board noted the Finance report.

DECISION: Executive to continue to prioritise:

- Safe and quality patient care;
- Staff safety; and
- Pursuit of a ‘balanced budget’ - acknowledging the financial envelope provided, savings expectations applied to date and impact of 2019-20 financial sustainability program; budget detail yet to be confirmed by the DHW; and associated work and expenditure in relation to the COVID response.

DECISION: The Board noted the time frames for consideration of the audited Financial Statements and submission requirements to the DHW.

ACTION: *Executive to provide ‘management representation’ letter to Audit and Risk Sub-committee ahead of their consideration of the audited Financial Statements on 14 September 2020. (Assignee(s): Wayne Gadd; Due Date: 11/09/2020)*

12. Cybersecurity

The Chief Operating Officer, Mr Morris highlighted:

- The intersection of risk management in relation to cybersecurity with Digital Health SA;
- Associated Policy framework; and
- Planned Internal Audit for Q2, 2021.

The Board discussed, amongst other items:

- Induction and ongoing training requirements of staff; and
- Local controls with respect to data and IT system access.

DECISION: The Board noted the report.

13. Items from Sub-committees

13.1 Clinical Governance Sub-Committee

DECISION: The Board noted the Sub-committee’s report.

13.2 Capital Projects Sub-committee

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DECISION: The Board noted the Sub-committee has not met since the last Board meeting and intention to reconvene in the coming weeks.

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13.3 Audit and Risk Sub-committee

DECISION: The Board noted the Sub-committee has not met since the last Board meeting and the extraordinary meeting scheduled on 14 September 2020 to consider the audited financial statements.

13.4 CBRT

DECISION: The Board noted the CBRT report.

14. Items for Noting

14.1 Declarations of Interest Report

DECISION: The Board noted the Interests report.

14.2 Decisions made by Circular Resolution

DECISION: The Board noted no decisions had been made by Circular Resolution since the last meeting.

14.3 Operations Report

DECISION: The Board noted the report.

14.4 Media Report

DECISION: The Board noted the report.

14.5 PID Act

The Board discussed the PID Act and its obligations.

DECISION: The Board noted the briefing and associated flow chart.

ACTION: *PID Act flow chart to be included in the Resource Centre. (Assignee(s): Julie Bowman; Due date: 01/10/2020)*

15. Correspondence

DECISION: The Board noted the correspondence.

16. Other Business

16.1 South Australian Productivity Commission draft report|Inquiry into Health and Medical Research in South Australia

Ms Richter highlighted the release of the draft report 2 September 2020 and due date for responses by 9 October 2020. The Board discussed the merits of SALHN providing a response and the need for SALHN to set its own research agenda, while supporting, via partnership models, research more broadly across the health system.

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DECISION: The Board noted the draft report's release and supported the provision of a SALHN response.

ACTION: SALHN response to be drafted (Assignee(s) Jenny Richter; Sue O'Neill; Andrew Bersten; Due Date 9 October 2020)

16.2 DHW Cultural Evolution Pathway

Professor O'Neill outlined the current stage in DHW's process to development a system-wide 'Cultural Evolution Pathway' as a mechanism to drive the development and maturation of an integrity culture.

The Board discussed the elements of an 'integrity culture'; SALHN's contribution to the pathway's development and associated time frames.

DECISION: The Board noted the Pathway's development.

16.3 Board evaluation

Mr Butcher outlined the finalisation phase of the Board evaluation process undertaken by Jane Jeffreys and proposed she present her findings at the October meeting.

DECISION: The Board noted the update and supported presentation of the findings at the October meeting.

ACTION: Board evaluation presentation to be scheduled for the October meeting (Assignee(s): Julie Bowman; Due date: 1 October 2020)

17. Meeting evaluation

The Board discussed quality of Board pack, meeting efficiency and discussion spanning strategy, risk, culture, performance and governance; and the connection of the tour of the SADU and research discussions to SALHN's mission and vision.

18. Next Meeting

The next meeting was confirmed as 1 October 2020; 08.30am – 1.30pm, at FMC

19. Meeting Close

The meeting was formally closed at 12.57pm. The Chair thanked all in attendance for their contribution.



08/10/2020 12:24 PM

Approved as an accurate record of proceedings:

BOARD CHAIR