

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 29 June 2020 11.30am - 3.00pm
Location: Meeting Room, Kingston Soldier's Memorial Hospital
& via Webex Video Conference

Acknowledgement of Country Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

Board Members: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) John Irving (JI) Dr Anne Johnson (AJ)
Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller(AM) Sally Foster (SF)

Guests: Patrick Browne-Cooper (PB-C), Judy Pink (JP)

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	MEETING OPENING	
Item		Discussion
1.1	Acknowledgement of Country	GK provided the Acknowledgement of Country
1.2	Apologies	Nil
1.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board in Kingston and via web-based platforms.

1.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
1.5	Confirmation of previous meeting minutes and actions	<p>A correction to minutes of the meeting held on 25 May 2020 was requested to:</p> <ul style="list-style-type: none"> • Item 6.1 – Amend the description of participation by LCLHN Chief Executive Officer (CEO) on the SA Health Incident Management Team (IMT) from “representing” to “provided feedback on behalf of” • Item 8.2 – Addition of ACTION: A written recommendation for future funding for the Keith & District Hospital to be sent to the Minister on behalf of the Governing Board. <p>The remainder of the minutes were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.</p> <p>ACTION:</p> <p>A standing invitation to attend future LCLHN Board Meetings is to be extended to the newly appointed Director of Corporate Services.</p>
2.	BOARD CHAIR REPORT	
2.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an update on the progress made during the first twelve months as a Local Health Network. It was noted that, although the impacts of COVID-19 had caused significant disruption to business as usual, the Governing Board had made pleasing progress in all areas of operation and had visited all sites across the region in the first 12 months of governance reform. The development of the LCLHN Strategic Plan 2020-25 was highlighted as an area the Local Health Network would now continue to progress.</p> <p>An update was provided on attendance at a briefing in Adelaide from the Minister for Health and Wellbeing on 23 June 2020 regarding the Health Care (Governance) Amendment Bill 2020 which captured new legislative requirements and key changes for LHN's. The LHN's response to the COVID-19 pandemic and the process for Board recruitment was also covered during this briefing.</p> <p>At a recent meeting of the Rural Support Service (RSS) and the Country LHN Board Chairs, it was agreed that Chair's and CEOs together would provide a strengthened oversight function.</p> <p>It was noted that regular 6 weekly meetings would be ongoing between Dr Chris</p>

		<p>McGowan, Chief Executive of SA Health, and Governing Board Chairs.</p> <p>The need for LHN's to continue to reiterate SA Health public safety messages, aimed at maintaining vigilance to reduce the spread of COVID-19, was reiterated.</p> <p>ACTION</p> <p>'Community Updates' from the Governing Board Chair in relation to COVID-19, local updates and the need to remain vigilant to continue.</p>
3.	LIMESTONE COAST LHN REPORTS	
3.1	<p>CEO Report</p> <p>a) General update</p>	<p>The Chief Executive Officer report was noted.</p> <p>An update was provided in relation to the SA Incident Management Team (IMT) regarding COVID-19, the receding number of cases in SA and the subsequent reactivation of the acute service. The potential to see a possible increase in presentations outside of returned travellers in mandatory isolation, with increased tests and resources available for regional areas was highlighted.</p> <p>Progress updates were provided on key projects including:</p> <ul style="list-style-type: none"> • The Service Agreement between the Limestone Coast Local Health Network and the Mount Gambier Private Hospital. • Strategic Planning for the LHN and the support provided by the Strategy & Innovation service within the RSS • Service Planning for Mount Gambier & Districts Health Service (MGDHS) and Implementation Planning for Millicent & District Hospital & Health Service (MDHHS). • Correspondence forwarded to Fly In Fly Out (FIFO) clinicians expressing the desire for the Telehealth services to continue • The completion of the staff carpark at the MGDHS providing increased visitor parking • Additional funding secured for a Prostate Cancer Specialist Nurse at 0.5 FTE • Fundraising efforts for a Trans-perineal machine continuing, currently just \$20k short of target figure • Recruitment for Resident Medical Officers within the LHN with 190 applications received and 7 positions offered

		<ul style="list-style-type: none"> • Commencement of a new shift in the MGDHS Emergency Department (ED) to assist with patient waiting times • The development and implementation of a local Aboriginal Health COVID-19 Safe Plan • The development and progress of LHN specific branding including the initial consultation of the 3 (three) Master Brand concepts • Capacity planning for the LHN and the consultation and collaboration with the Southern Adelaide Local Health Network (SALHN) • Updates on service delivery including elective surgery, post COVID-19 restrictions, and the continuation of services for Mental Health and Community Health <p>ACTION</p> <p>The Service Agreement between the Limestone Coast Local Health Network and the Mount Gambier Private Hospital to be progressed.</p>
	<p>b) Performance Reporting Summary April 2020</p>	<p>The Chief Finance Officer provided an update on key points from the April 2020 Finance Report including:</p> <ul style="list-style-type: none"> • YTD budget likely to result in a favourable position at EOFY 2019-20 • National Weighted Activity Units (NWAU) levels were down significantly • Increase in asset maintenance activity across all sites • Opportunities to improve current debt management and recovery processes across the various LCLHN health units was noted <p>Confirmation was provided that projected figures for the 2020-21 Budget will be based on an adjusted YTD figure of the LCLHN's performance to the end of February 2020 to account for the impact of COVID-19 on activity.</p>
	<p>c) Key Performance Indicator (KPI) Summary April 2020</p>	<p>The Key Performance Indicator (KPI) Summary for April 2020 was noted and the impact of patient flow throughout the hospital on the Emergency Department in Mount Gambier was discussed.</p> <p>ACTION:</p> <p>Aged Care Key Performance Indicators (KPI) reported to the Commonwealth to be included in the LHN KPI reporting for 2020-21.</p>
<p>4.</p>	<p>ENGAGEMENT STRATEGIES</p>	

4.1	Engagement Strategy Update	<p>An update was provided on the progress made regarding the Engagement Strategies including the commencement of consultation on the Consumer, Community & Carer Engagement Strategy in July 2020 and the imminent engagement of staff focus groups to support the consultation on the Clinician & Staff Engagement Strategy.</p> <p>It was noted that the LCLHN Governing Board places immense importance on, and desire for, an effective execution of the Engagement Strategies across the network.</p>
5.	GOVERNING BOARD COMMITTEE UPDATES	
5.1	Audit & Risk Committee	<p>The Committee Meeting Summary for the Audit & Risk Committee was noted.</p> <p>An update was provided on the Audit & Risk Committees review of the structure of the committee meetings to ensure effective processes for identifying and managing risks where carried through the agenda.</p> <p>It was noted that an additional meeting of the Audit & Risk Committee would be scheduled in September 2020 to align to the EOFY reporting cycle and a review of the audited financial statements.</p> <p>An update was provided on the implementation of the new risk management software, Risk Console, and its ability to increase both accuracy and effectiveness of reporting.</p> <p>A new Service Agreement between the Limestone Coast Local Health Network and the Mount Gambier Private Hospital was highlighted as a priority for the LHN to progress.</p>
5.2	Clinical Governance Committee	<p>An update on the meeting of the Clinical Governance Committee on 29 June 2020 was provided. This included a presentation from the Executive Director of Medical Services on KPI and dashboard reporting for the LHN and the review of the Committee agenda and content to ensure visibility, benchmarking against peer groups using Health Round Table data and the delivery on Service Agreement requirements, as well as individualising all data to ensure accountability and address the 5 pillars of Safety & Quality.</p>
5.3	Finance & Performance Committee	<p>An update on the meeting of the Finance & Performance Committee on 29 June 2020 was provided. This included the progress made on the coding of Net Weighted Activity Units (NWAU) to ensure an accurate reflection of activity</p>

		<p>levels and the work in progress to ascertain the attributing factors in the variance in April data.</p> <p>ACTION:</p> <p>The Health Unit Summary report to be revised to capture commentary on key issues, activity and actions for each site within the LHN.</p>
6	TOPIC OF THE MONTH	
6.1	Diligent Board Meeting Software Preview	<p>Patrick Browne-Cooper, Sales Director Diligent, provided a preview of the Diligent Board Management Software to demonstrate the web-based platforms various administrative efficiencies, its functionality and an overview of the programs data security features.</p> <p>The potential cost efficiencies, increased productivity and the functionality of the software were discussed, along with the training and support available for program implementation.</p> <p>DECISION</p> <p>The LCLHN Governing Board approved the procurement of the Diligent Board Management Software and to include a 3 (three) month transition period from existing processes.</p> <p>ACTION</p> <p>Procurement of the Diligent Board Management Software to commence.</p>
6.2	Draft Financial Statements Discussion (ref Item 10.5)	<p>Judy Pink, Manager Accounting Support, from the Health Accounting and Taxation Services, Government Services Branch, presented an overview of the upcoming Annual Financial Statement requirements including key dates and the format for the completion of Financial Statements for the LHN.</p> <p>The inclusion of the Annual Financial Statements in the 2019-20 Annual Report and the requirement for this to be received by the Minister's office by 30 September 2020 for submission to Parliament, was highlighted.</p> <p>ACTION</p> <p>Out of Session meeting to be held mid-September for final review of the 2019-20 Financial Statements by the LCLHN Audit & Risk Committee and the Governing Board.</p> <p>ACTION</p> <p>Approved Annual Financial Statements to be forwarded to the Director of</p>

		<p>Governance & Planning LCLHN, for inclusion in the Limestone Coast Local Health Network Annual Report 2019-20.</p> <p>ACTION:</p> <p>The draft Financial Statements to include all Key Management Personnel (KMP) for the period 1 July 2019 to 30 June 2020 including those no longer in KMP positions.</p>
7.	STRATEGIC PLANNING	
7.1	Strategic Planning Update	<p>An update was provided on the data collection being undertaken by the RSS to progress Strategic Planning for the Limestone Coast Local Health Network (LCLHN) and in preparation for the planning meeting scheduled on 17 July 2020.</p> <p>ACTION:</p> <p>Strategic Planning priorities for the LHN previously captured and including the feedback on the Rural Health Workforce Strategy (RHWS) to be circulated to the Governing Board.</p> <p>ACTION:</p> <p>The Clinical Services Capability Framework (CSCF) to be circulated to the Governing Board for information and consideration when reviewing Strategic Planning priorities for the LHN.</p> <p>ACTION:</p> <p>Additional considerations for Strategic Planning priorities to be sent to the CEO prior to the 17 July 2020 meeting.</p>
8.	MATTERS FOR DISCUSSION	
8.1	Mount Gambier Private Hospital	<p>The review of the Mount Gambier Private Hospital (MGPH) and MGPH Board undertaken by external consultant AsiaAustralis, was discussed and the key recommendations outlined in the draft report were highlighted.</p> <p>ACTION:</p> <p>A copy of the draft MGPH and Board review to be circulated to LCLHN Board Members for review.</p> <p>ACTION:</p>

		A meeting of the LCLHN Governing Board Chair, MGPH Board Chair and CEO and a representative of AsiaAustralis to be coordinated to discuss the recommendations of the MGPH and Board review and to confirm the accuracy in the data captured in the draft report.
8.2	Keith & District Hospital	An update on the review of the Keith & District Hospital (KDH) and KDH Board undertaken by external consultant AsiaAustralis and the financial support of the LHN was provided including confirmation that LCLHN recommendations had been sent to the Minister for Health & Wellbeing along with the KDH Business Plan and the June 2020 review for consideration. The Governing Board Chair and CEO will progress this matter with the KDH Board Chair and CEO.
8.3	Board Evaluation – Draft Survey Review	The draft LCLHN Board Evaluation 2019-20 survey covering the first 12 months of reform was reviewed. DECISION: The LCLHN 2019-20 Board Evaluation draft survey was endorsed. ACTION: The LCLHN 2019-20 Board Evaluation survey is to be sent to the Governing Board and standing attendees via Survey Monkey and for completion by 15 July 2020.
9.	MATTERS FOR APPROVAL	
9.1	Governing Board Briefing – External (Independent) Member: Audit & Risk Committee	The Governing Board Briefing, relating to the appointment of an External (Independent) Member of the Audit & Risk Committee was noted and the terms of the appointment and tenure were agreed.
9.2	Governing Board Briefing – Safety & Quality Account 2019-20	The Governing Board Briefing relating to the Safety & Quality Account 2019-20, was discussed and approved for submission subject to the addition of information relating to the LHNs Accreditation status under the National Safety and Quality Health Service (NSQHS), Aged Care and National Disability Insurance Scheme (NDIS) Standards. ACTION: Accreditation information for NSQHS, Aged Care and NDIS to be added to the Safety & Quality Account 2019-20. DECISION: The Limestone Coast Local Health Network Safety & Quality Account Report

		2019-20 was approved by the Governing Board pending any feedback from Board Members requiring the additional 24 hours to review.
10.	MATTERS FOR NOTING	
10.1	LCLHN Invoice Payments April 2020	The LCLHN Invoice Payments April 2020 were noted.
10.2	LCLHN Late Payments of Interest (LPI) April 2020	The LCLHN Late Payments of Interest (LPI) April 2020 were noted.
10.3	LCLHN Invoice Payments May 2020	The LCLHN Invoice Payments May 2020 were noted.
10.4	LCLHN Late Payments of Interest (LPI) May 2020	The LCLHN Late Payments of Interest (LPI) May 2020 were noted.
10.5	Draft LCLHN Financial Statements – 31 March 2020	The Draft LCLHN Financial Statements – 31 March 2020 were noted.
10.6	Finance & Performance Committee Agenda – 29 June 2020	The Finance & Performance Committee Agenda – 29 June 2020 was noted.
10.7	Finance & Performance Committee Minutes – 27 April 2020	The Finance & Performance Committee Minutes – 27 April 2020 were noted.
10.8	Clinical Governance Committee Agenda – 29 June 2020	The Clinical Governance Committee Agenda – 29 June 2020 was noted.
10.9	Minister Correspondence – Health Care (Governance) Amendment Bill 2020	The Minister Correspondence – Health Care (Governance) Amendment Bill 2020 was noted.
11.	OTHER BUSINESS	
11.1	Any Other Business	Nil
12.	SUMMARY AND CLOSE	
12.1	Next Meeting & location	Monday 27 July 2020, Bordertown Memorial Hospital
12.2	Meeting Close	3:15 pm