

Yorke and Northern Region Local Health Network Governing Board

Date: Wednesday 5 August 2020
Venue: Port Broughton District Hospital and Health Service

<i>Item</i>	<i>Notes</i>
<p>1. Welcome</p>	<p><i>The meeting opened at 10.45am.</i></p> <p><i>John Voumard welcomed those present and acknowledged the traditional owners of the land.</i></p>
<p>2. Present/Apologies</p>	<p><u><i>Present:</i></u></p> <ul style="list-style-type: none"> • <i>John Voumard (JV)</i> • <i>Julianne Badenoch (JB)</i> • <i>Yvonne Warncken (YW) – telephone. (left meeting at 2.30pm).</i> • <i>Liz Malcolm (LM)</i> • <i>Vincent Bellifemini (VB)</i> • <i>Roger Kirchner (RK)</i> • <i>Glenise Coulthard (GC) – telephone. (left meeting at 3.30pm).</i> • <i>Leeanne Stringer (Executive Support) (LS)</i> <p><u><i>Apologies:</i></u></p> <ul style="list-style-type: none"> • <i>nil</i> <p><u><i>Guests:</i></u></p> <ul style="list-style-type: none"> • <i>C. Filmer, Communications Advisor, YNLHN (11.15 – 11.45am).</i> • <i>L. Cockington, Manager Strategy and Innovation, Rural Support Service (11.45am – 12.15pm).</i> <p><i>The Board met over lunch with representatives of the following:</i></p> <ul style="list-style-type: none"> - <i>Port Broughton District Hospital and Health Service Health Advisory Council</i> - <i>YNLHN Partnering with Consumers Committee</i> - <i>GP's from the Broughton Clinic</i>

3. Conflict of Interest Declaration	<i>Nil declared.</i>
4. Minutes of previous meeting	<p><i>The minutes of the previous meeting held 1 July 2020 were approved by consensus with the following changes:</i></p> <ul style="list-style-type: none"> • <i>6.1: Teamgage: M. Davis provided an overview <u>and demonstration</u> of Teamgage.</i> • <i>7.2: Aged Care Services Board Committee: amend to “A meeting <u>will</u> be arranged with the Mid North HAC and the Peterborough Hospital EO/DON to discuss the provision of aged care services in Peterborough</i>
5. Action List	<p><i>The actions described from the previous meeting, are either complete, in progress or covered in the meeting agenda.</i></p> <p><i>The action list will be updated and distributed to all members as an attachment to the minutes.</i></p>
6. Presentations/Visitors	
<p><i>6.1 Chelsea Filmer. Communications Advisor, YNLHN. Community Engagement Strategies.</i></p>	<ul style="list-style-type: none"> • <i>A copy of the presentation was circulated to all members prior to the meeting.</i> • <i>Chelsea Filmer provided a comprehensive demonstration in relation to the draft YNLHN Communication Strategy.</i> • <i>Discussion occurred about the involvement of Aboriginal staff in the development of the Clinician Engagement Strategy.</i> • <i>R. Kirchner indicated a working group is being established to develop the draft strategy.</i> • <i>G. Coulthard enquired how Aboriginal clinicians and staff were being involved in this work, and offered to share feedback provided by Aboriginal clinicians in the FUNLHN.</i> • <i>Confirmation was provided that Aboriginal clinicians have nominated to be part of the reference group (small group to guide the engagement process); Aboriginal clinicians will be included in focus groups to design the strategy; and that the Director of Aboriginal Health will be included within the Steering Committee once appointed.</i> • <i>C. Filmer presented the draft branding designs.</i> • <i>G. Coulthard discussed the inclusion of an Aboriginal design into the draft designs. C. Filmer provided an overview of the design process and in what ways they were culturally representative.</i> • <i>Discussion occurred about the designs and suggestions were made for consideration by the designers.</i>
<p><i>6.2: Lisa Cockington. Manager Strategy and Innovation, RSS. Draft YNLHN Strategic Plan</i></p>	<ul style="list-style-type: none"> • <i>Lisa Cockington discussed the process and approach used to develop the draft YNLHN Strategic Plan.</i> • <i>The draft priorities were discussed at length and feedback was provided.</i> • <i>It was agreed that incorporating the YNLHN Values was essential.</i> • <i>C. Filmer will work with L. Cockington to further refine and develop the document.</i> • <i>It was agreed that members continue to provide feedback to L. Cockington out of session.</i> <p>ACTION: <i>Circulate examples of other LHN Strategic Plans to all members. (LS)</i></p>
7. Standard Agenda Items	
<p><i>7.1 Consumer and Community Engagement Board Committee Meeting Summary</i></p>	<p><i>N/A. No meeting held in July.</i></p>
<p><i>7.2 Aged Care Services Board Committee Meeting Summary: 21 July 2020</i></p>	<p><i>The summary of the meeting held on 21 July 2020 was noted.</i></p> <p><i>L. Malcolm provided an overview of the key issues in relation the work being undertaken by the committee, as detailed in the meeting summary.</i></p> <p><i>Confirmation was provided that this committee will now move to bi-monthly meetings, with an escalation pathway being developed to ensure critical issues are communicated.</i></p>

	<i>It was suggested that this approach be adopted by all Board committees, which the committee Chairs will progress at that level.</i>
<i>7.3 Finance and Performance Board Committee Meeting Summary.</i>	<i>N/A. No meeting held in July.</i>
<i>7.4 Audit and Risk Board Committee Meeting Summary</i>	<i>N/A. No meeting held in July.</i>
<i>7.5 Clinical Governance Board Committee Meeting Summary: 21 July 2020</i>	<i>The summary of the meeting held on 21 July 2020 was noted.</i> <i>J. Badenoch highlighted the issue of availability of Mental Health workers in Peterborough, and advised that the Director Mental Health, YNLHN is preparing a staffing proposal about this. This will be discussed at the next YNLHN Clinical Governance Board Committee meeting.</i>
<i>7.6 Financial Reports: June 2020</i>	<i>V. Bellifemini provided an overview of the June 2020 financial reports.</i> <i>It was noted that activity projections were consistent with those projected by DHW.</i> <i>The issues impacting on the end of 2019-2020 year position were discussed.</i>
<i>7.7 YNLHN Performance Report: July 2020</i>	<i>The report was noted, with key areas highlighted.</i>
<i>7.8 CEO Report</i>	<i>The report was tabled and also circulated to members.</i> <i>It was noted that the Balaklava Soldiers' Memorial District Hospital Service Planning process is commencing next week, with a Steering Committee being established to oversee the process.</i> <i>This work will be facilitated by the RSS Service Redesign Team.</i> <i>The Board requested regular progress reports for this work.</i> <i>ACHS have requested consideration of a hybrid model of Accreditation. This request is being considered at present.</i> <i>R. Kirchner provided an update in relation to COVID-19 and the YNLHN response to the Integrity Action Plan.</i>
<i>7.9 Chair's Update</i>	<i>J. Voumard provided an update about recent meetings of the country Board Chairs and combined Board Chairs.</i> <i>Key issues noted were:</i> <ul style="list-style-type: none"> <i>• Board member recruitment</i> <i>• Ken Whelan report</i> <i>• Funding model</i> <i>• RSS Strategic Plan</i> <i>• Review of RSS Governance (report due November 2020)</i>
<i>7.10 Health Advisory Councils</i>	<i>The next Teleconference with YNLHN HAC Presiding Members is scheduled for 14 September 2020.</i>
<i>7.11 RSS Management Oversight Committee (MOC) minutes: 10 June 2020</i>	<i>Noted.</i> <i>Requested that these be circulated Out Of Session when they are received by the CEO.</i>

8. Matters for decision	
8.1 YNLHN Consumer and Community Engagement Board Committee: Terms of Reference	<i>RESOLUTION: Adopt the YNLHN Consumer and Community Engagement Board Committee Terms of Reference. APPROVED.</i>
8.2 Policy: Smoking in YNLHN Aged Care Facilities	<i>L. Malcolm provided an overview of the proposal to ensure all YNLHN Aged Care Facilities transition to smoke-free facilities.</i> <i>RESOLUTION: Endorse the policy and transition to smoke-free Aged Care Facilities in the YNLHN. APPROVED.</i>
8.3 Attestation Statement	<i>J. Badenoch explained the requirements in relation to the Attestation Statement, and the accompanying report.</i> <i>RESOLUTION: Approve the Attestation Statement and accompanying report, and that the Board Chair signs the statement as circulated (with the minor change to the document as identified on page 82). APPROVED.</i>
9. Other Business	
9.1 RDWA Service Overview	<i>The information provided by the RSS about the services provided by the Rural Doctors Workforce Agency was noted and discussed at length.</i> <i>The RDWA Chief Executive Officer and General Manager will be attending the next Board meetings as invited guests to provide an overview of the services provided and to answer any questions members may have.</i>
9.2 Obstetric Services	<i>Considerable discussion occurred in relation to this item.</i> <i>The recommendations were reviewed and approved with changes, with R. Kirchner to provide feedback regarding the approved recommendation.</i>
9.3 DVA Contract	<i>The issue was discussed, with questions raised regarding the future management of services and options for the provision of services to DVA clients.</i> <i>ACTION: Additional information to be requested.(LS)</i>
9.4 2020-2021 Budget	<i>V. Bellifemini provided an analysis of the proposed 2020-2021 budget, based on the draft Health Performance Agreement.</i> <i>Extensive discussion occurred. Further work is underway in preparation for upcoming budget discussions.</i>
10. Matters for Noting	
10.1 Public Interest Disclosures for Boards	<i>Noted.</i> <i>To be forwarded, with a cover sheet, to the Audit and Risk Board Committee for noting.</i> <i>ACTION: Advise Director People and Culture. (LS)</i>
10.2 Policy Directive Compliance Report- June 2020	<i>Noted.</i> <i>To be forwarded to Audit and Risk Board Committee, with a cover sheet describing the purpose of this report. Report format to be reviewed.</i> <i>Mitigating strategies required at Tier 2 committee level</i> <i>ACTION: Discuss with Manager QRS (LS)</i>

10.3 YNLHN Risk Management Workshop-confirmed date: 2 September 2020	Noted. Further information will be provided prior to the workshop.
10.4 DPTI Contract Transition	Discussed and progress noted.
10.5 Approved: YNLHN Safety and Quality Account Report 2019-2020 (re; Circular Resolution 006)	<p>Noted.</p> <p>It was noted that this was a new requirement this year.</p> <p>The Board indicated the need for further information to be provided by SA Health about key regular reporting and compliance requirements to ensure responses can be provided within appropriate timeframes.</p> <p>ACTION: Request provision of information from SA Health about key regular reporting and compliance requirements. (RK)</p>
10.6 Aged Care Services Quality Report-May 2020	Noted.
11. Correspondence	
11.1	<p>Outgoing:</p> <ul style="list-style-type: none"> - Letter to Mr. D. Venning, Presiding Member, Lower North Health Advisory Council re: request for HAC representatives to be observers at Board meetings. - Letter to Northern Yorke Peninsula Private Hospital Board re: further request for meeting.
12. Meeting Evaluation	
13. In-Camera	<p>An In-Camera discussion occurred with the remaining three Board members present.</p> <p>It was resolved that a Board subcommittee be established to review the Chief Executive Officer's performance.</p> <p>Membership to consist of J. Voumard; J. Badenoch and L. Malcolm.</p>

Meeting closed at: 3.55pm

Date of next meeting: Wednesday 2 September 2020

Agenda items due: Monday 24 August 2020