

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 26 October 2020 11:30am – 4:00pm

Location: Kingston Soldiers' Memorial Hospital and via WebEx

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) Ravinder Singh (RS) Sally Foster (SF)

Guests: Peta-Maree France (P-MF), Director of People & Culture
Jennie Jacobs (JJ), EO/Director of Nursing, Bordertown & Kingston
Lisa Cockington (LCo), Manager Strategy & Innovation, Rural Support Service
Pam Schubert (PS), A/Executive Director of Nursing & Midwifery

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

1.	IN CAMERA SESSION	
Item		Discussion
1.1		IN CAMERA SESSION – 11:30am – 12:00pm
2.	MEETING OPENING	
Item		Discussion
2.1	Acknowledgement of Country	GK provided the Acknowledgement of Country.

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2.2	Apologies	An apology was provided for Paul Bullen with Pam Schubert attending as a proxy
2.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board, and provided an overview of the In Camera Session, noted at Item 1.1 on the agenda, including: <ul style="list-style-type: none">• Reflection on the development and progress made, since reform, for the LCLHN, as an organisation transitioning to a governance model• The desire of the Governing Board to continue to develop a robust understanding of the services and support available to the LHN from the Rural Support Service (RSS), ensuring these resources are utilised to full potential• Anticipation for the development of the 2021-23 Strategic Plan, centred on what the LCLHN can achieve for the Limestone Coast community
2.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
2.5	Confirmation of previous meeting minutes and actions	The minutes of the meeting held on 28 September 2020 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.
3.	BOARD CHAIR REPORT	
3.1	Report from Grant King, Board Chair	The Governing Board Chair provided an overview of the positive feedback received regarding the collaborative efforts of the LCLHN, SA Police (SAPOL) and the Australian Defence Force (ADF) in relation to the COVID-19 response in the Limestone Coast region and in particular for support provided to industries affected by border restrictions and to cross border community members. An update was provided on recent discussions with the Vice President and Executive Dean of Flinders University regarding complexities to recruit and retain specialist medical staff in regional areas, including: <ul style="list-style-type: none">• Work progressing with the development of training programs for GPs and Medical Practitioners• Difficulties with attracting GPs to regional areas, noting the inequity with specialist staff opting to relocate to the eastern seaboard or to metro

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		<p>regions</p> <p>Complexities relating to staffing of Emergency Departments (EDs) within the LCLHN were noted, and appreciation was extended to the Executive Director of Medical Services (EDMS), Dr Elaine Pretorius, for her persistent efforts in pursuing solutions to staffing issues across the region, and in particular for the Mount Gambier & Districts Health Service (MGDHS) ED.</p> <p>An update was provided regarding a planned workshop with regional LHN Governing Board Chairs and Chief Executive Officers, scheduled for early November, to review the governance and oversight structure for the RSS, to ensure that the LHNs are equipped to successfully manage the process of de- evolution.</p>
4.	LIMESTONE COAST LHN REPORTS	
4.1	CEO Report a) General update	<p>The Chief Executive Officer report was noted and progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• The total number of COVID -19 tests completed at the Mount Gambier testing clinic exceeding 25,000, with the total number of tests completed across the Limestone Coast testing sites exceeding 27,000• The establishment of the LCLHN Strategic Leadership Group, to provide management oversight for services in the region• Updates to the Aboriginal Strategic Operating Plan, to incorporate recommendations from the Health Performance Council (HPC) report into Institutional Racism in the LHNs, and to include Governing Board endorsement• Work progressing to strengthen partnerships with the Aboriginal community, with a standing invitation extended to the Chief Executive Officer of Pangula Mannamurna to attend monthly Regional Leadership meetings, and plans for the LCLHN to host a Governing Board meeting on site at Pangula Mannamurna in 2021, with a cultural immersion experience for all Board and Executive Leadership members at the conclusion of that meeting• The transition of Quality, Risk and Safety services from the Rural Support Service (RSS) to regional LHNs, and the anticipated redistribution of resources

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		<ul style="list-style-type: none">• Ongoing planning and training for a response to potential future cases of COVID-19, across various sites within the LCLHN, including tabletop and mock positive case scenario exercises <p>An update was provided in relation to the National Safety and Quality Health Service (NSQHS) accreditation visit, confirmed for the 17-18 November 2020, at the MGDHS. An invitation was extended to the Governing Board to attend the opening meeting.</p>
	b) Performance Reporting Summary August 2020	<p>The Chief Finance Officer provided a summary of key priorities for this Financial Year (FY), including:</p> <ul style="list-style-type: none">• Continued improvement and refinement to Debtors reporting• Allocating resources for audit and compliance activities• Addressing inherent issues with systems and processes• Continued improvements with Net Weighted Activity Unit (NWAU) reporting and accuracy of coding• Analysis of the funding model for next FY <p>Key points from the August 2020 Finance Report were discussed, including:</p> <ul style="list-style-type: none">• A desire for further refinement of patient debtors reporting to understand the portions attributed to Private patients and Country Health Connect patients• The unfavourable to budget result for expenses relating to Goods and Services in Residential Aged Care, noting the extra costs attributed to compliance with Emergency Management Directives relating to COVID-19
	c) Key Performance Indicator (KPI) Summary August 2020	<p>The Key Performance Indicator (KPI) Summary for August 2020 was noted.</p> <p>The impact of staffing issues, relating to the medical workforce, on the performance against target was discussed, including the benchmarking of the MGHDS ED against other regional EDs, with the service perceived by the LCLHN to be more closely aligned to a smaller metropolitan site.</p>
5.	ENGAGEMENT STRATEGIES	
5.1	Engagement Strategy Update	An update was provided on the Consumer, Carer & Community and Clinician & Staff Engagement Strategies, with confirmation provided the working group will

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		recommence planning on 1 December 2020 and resume consultation in February 2021.
6.	GOVERNING BOARD COMMITTEE UPDATES	
6.1	Audit & Risk Committee Summary	<p>An update of the meeting of the Audit & Risk Committee on 26 October 2020 was provided.</p> <p>Progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• The successful transition to risk management software, Risk Console• The benefit of the newly implemented Clinical Governance Framework in relation to risk management, enabling emerging risks to progress and be addressed at the appropriate levels• The development of an action plan to address Institutional Racism, highlighting the need for transparency when addressing such issues• Options for consideration to progress Committee Evaluations at the next Governing Board meeting, such as via an online questionnaire• The implementation of a recommendations register to capture the progress of risk controls and with reports against each recommendation being provided at each Audit and Risk Meeting throughout the year• Positive feedback received from the external and independent committee member in relation to the systems and processes in place across the LHN• The development of a broader Statement of Interest process for all staff, to align with the current practices for Governing Board and Executive Leadership staff
6.2	Clinical Governance Committee Summary	<p>An update of the meeting of the Clinical Governance Committee on 28 September 2020 was provided.</p> <p>Progress updates were provided on key topics, including:</p> <ul style="list-style-type: none">• The implementation of the LCLHN Clinical Governance Framework• Ongoing development of a high level dashboard report

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		<ul style="list-style-type: none">• The submission of the LCLHN Clinical Solvency Statement• The anticipated National Safety and Quality Health Service (NSQHS) accreditation visit, confirmed for the 17-18 November 2020, at the MGDHS <p>The first meeting under the new Clinical Governance Structure was discussed, highlighting the value of contributions from the medical staff representatives.</p> <p>Development of the Terms of Reference (TOR) for the Partnering with Consumers Committee was noted.</p> <p>Confirmation was provided that the TOR for the Clinical Advisory Council had been endorsed by the LCLHN Clinical Governance Committee.</p> <p>It was noted that an Expression of Interest for membership on the General Practitioner (GP) Advisory Council was anticipated to be circulated by the end of October.</p>
6.3	Finance & Performance Committee Summary	<p>An update of the meeting of the Finance & Performance Committee on 26 October 2020 was provided.</p> <p>Progress updates were provided on key topics including:</p> <ul style="list-style-type: none">• Improvements with interpreting and analysing reporting, and the implementation of improved reporting models anticipated for November• Results achieved against internal and external audit processes• Ongoing planning for the 2021-22 Budget period• The consistent reduction of waitlist times for theatre procedures, caused by the interruption of services due to COVID-19, with waitlist times anticipated to return to normal levels by the end of October
7.	STRATEGIC PLANNING	
7.1	Draft LCLHN Strategic Plan 2021-23	<p>Lisa Cockington, Manager Strategy & Innovation, Rural Support Service, joined the meeting to discuss the Draft LCLHN Strategic Plan 2021-23, and to identify key areas for discussion at the upcoming Strategic Planning Workshop, planned for 30 November 2020.</p>
8.	TOPIC OF THE MONTH	

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8.1	LCLHN Cultural Evolution Pathway	<p>Peta-Maree France, Director of People and Culture, LCLHN, provided an overview of the Cultural Evolution Pathway, and key focus areas for the LCLHN were discussed, including:</p> <ul style="list-style-type: none">• The opportunity to incorporate cultural evolution in strategic planning activities• Professional development opportunities for emerging leaders, highlighting the Growing Leaders Program• Work progressing with the implementation of the Mentally Healthy Workplaces Framework supporting psychological safety in the workplace <p>DECISION</p> <p>The Governing Board provided endorsement of the three priority areas for LCLHN to align to the Cultural Evolution Pathway, to be presented at the next Chief Executive's Council meeting with the Department for Health and Wellbeing, including LHN Governance, Psychological Safety and the Integrity Culture Narrative.</p>
9.	MATTERS FOR DISCUSSION	
9.1	Mount Gambier Private Hospital	<p>An update was provided on the progress of a review of the Mount Gambier Private Hospital (MGPH), by LCLHN subject experts, with the completion date anticipated in early November 2020.</p>
9.2	Keith & District Hospital	<p>An update on the Keith and District Hospital (KDH) was provided including the request for a revised report and alternate options for consideration, including the potential to implement a community health care model to support the health care needs of the Keith community into the future.</p> <p>The LCLHN Board resolved to continue the provision of support to the KDH, including work progressing to extend the current interim funding agreement, which would provide financial support until 30 June 2021.</p>
9.3	LCLHN Capital Works Program	<p>The LCLHN Capital Works Program and key priorities for the 2020-21FY were discussed, including progress made to secure a fit for purpose site for Country Health Connect (CHC), in Bordertown, and a recent proposal submitted for a modular solution on the existing site.</p>
9.4	LCLHN Security Audit Action Plan	<p>A progress update was provided on the LCLHN Security Audit Action Plan.</p>

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10.	MATTERS FOR APPROVAL	
10.1	2020-21 LCLHN Service Agreement	<p>The 2020-21 LCLHN Service Agreement was discussed, including the desire to implement a performance framework for the LCLHN, to be included in performance and reporting evaluations.</p> <p>DECISION:</p> <p>The Governing Board approved the 2020-21 Service Agreement, between the Department for Health and Wellbeing (DHW) and the Limestone Coast Local Health Network (LCLHN)</p>
11.	MATTERS FOR NOTING	
11.1	LCLHN Invoice Payments September 2020	The LCLHN Invoice Payments September 2020 were noted.
11.2	LCLHN Late Payments of Interest (LPI) September 2020	The LCLHN Late Payments of Interest (LPI) September 2020 were noted.
11.3	Audit & Risk Committee Agenda – 26 October 2020	The Audit & Risk Committee Agenda – 26 October 2020 was noted.
11.4	Finance & Performance Committee Agenda – 26 October 2020	The Finance & Performance Committee Agenda – 26 October 2020 was noted.
11.5	Clinical Governance Committee Minutes – 29 June 2020	The Clinical Governance Committee Minutes – 29 June 2020 were noted.
11.6	LCLHN Aboriginal Health Governing Board Briefing	<p>The LCLHN Aboriginal Health Governing Board Briefing was noted.</p> <p>The Board resolved to provide support to the LCLHN Aboriginal Health directorate, by extending an invitation to Kathryn Edwards, Director of Aboriginal Health, LCLHN, to present Aboriginal Health updates as a standing agenda item at future meetings, and with the provision of endorsement to the LCLHN Reconciliation Action Plan 2020-22, Aboriginal Strategic Operating Plan, and the Aboriginal Workforce Implementation Plan 2020-23.</p>
11.7	Management Oversight Committee Agenda – October 2020	The Management Oversight Committee (MOC) Agenda – October 2020 was noted,...
11.8	Aged Care Steering Committee	The Aged Care Steering Committee Agenda – October 2020 was noted.

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	Agenda – October 2020	
11.9	LCLHN Moving On Audits (MOA) Pre-Submission Reporting	The LCLHN Moving On Audits (MOA) Pre-Submission Reporting was noted.
12.	OTHER BUSINESS	
12.1	Any other business	An update was provided in relation to a recent request for information from the Shadow Minister for Health and Wellbeing under the Freedom of Information Act regarding the StandardsWise audit and recommendations relating to Aged Care. , The refinement of processes relating to out of session approvals and compiling of meeting papers, for the Governing Board and Sub-Committees, utilising the newly implemented Diligent for Boards Software, was discussed.
13.	SUMMARY AND CLOSE	
12.1	Next Meeting & location	Monday 30 November 2020, Mount Gambier
12.2	Meeting Close	4:15 pm

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