



BAROSSA HILLS FLEURIEU LOCAL HEALTH NETWORK MINUTES

GOVERNING BOARD MEETING NUMBER 1

Date: Wednesday 3 July 2019
Time: 10.00 am – 4.00 pm
Location: Gawler Health Service
21 Hutchinson Road, Gawler East.

We acknowledge the Kaurna people as traditional custodians of the land on which we are meeting today. We wish to pay respect to their ancestors, their living culture and continuing spiritual relationship with their country.

Members	Name
Chair	Juliet Brown
Member	Pru Blackwell
Member	Carol Gaston
Member	Roger Sexton
Member	Joe Ullianich
Member	Robert Zadow

In Attendance	Name
Chief Executive Officer BHFLHN	Rebecca Graham
Chief Finance Officer BHFLHN	Steve Brown
Governance Reform Senior Project Officer	Kelly Schulze

All resolutions recorded in these minutes were carried unanimously unless stated otherwise.

Opening	Minutes
1.1 In-Camera Board Discussion	
1.2 Welcome & Apologies	<p>JB on behalf of the governing board “the Board” acknowledged the Kaurna people as traditional custodians of the land on which the Board are meeting today. The Board wish to pay respect to their ancestors, their living culture and continuing spiritual relationship with their country.</p> <p>Apology - Roger Sexton</p>
1.3 Interests and Conflicts Disclosure Log	The Board noted the Interests and Conflicts Disclosure Log
1.4 Confirmation of Previous Minutes	No previous minutes
1.5 Actions Arising from Previous Meeting (Action List)	No previous meeting
1.6 Notification of Other Business	CEO report to be added to item 5.1
Strategic Discussion	
2.1 Barossa Hills Fleurieu Service Planning	<p>A business case for a Barossa Hospital is an election promise of the State Government. The Department of Health and Wellbeing presently holds funds to develop the business case. A considered strategy incorporating; scope of the business case and community and other stakeholder engagement are key considerations.</p> <p>The Board Resolved: That executive recommend at its September meeting a comprehensive strategy for the development of a business case for Barossa service planning. The strategy should incorporate appropriate community and other stakeholder consultation and engagement and scoping of the project.</p>
2.2 Rural Support Service (RSS)	<p>The Board noted a verbal update from RG regarding the RSS. Co-Directors, Debbie Martin and Dr Hendrika Meyer commenced on 1 July 2019. A Management Oversight Committee (MOC) will be implemented as part of the governance arrangements for the RSS, comprising each of the six Regional Local Health Networks (LHNs) Chief Executive Officers and an independent chair. The Board Chairs of the Regional LHNs will set the strategy of the RSS. The MOC will determine the operational plan, key priorities and key performance indicators of the RSS.</p>

Strategic Discussion		
2.3 BHFLHN Performance Dashboard	<p>The Board noted BHFLHN Performance Dashboard. The Dashboard illustrates performance of BHFLHN against Key Performance Indicators set by the Department of Health and Wellbeing.</p> <p>For future Board Meetings a brief analysis and definitions will be provided by executive.</p>	
2.4 Governing Board Workshop – Board Charter	<p>Volume 1 Governing Board Charter has been endorsed by the Minister for Health and Wellbeing for the use of all LHN Governing Boards.</p> <p>KS facilitated a workshop with the Board to inform Volume 2, discussion points included values and culture that will influence the work of the Board and how Board members interact with each other, executive, staff and the broader community.</p> <p>Action: KS to develop a draft Volume 2 Board Charter and circulate out of session to members of the Board for feedback.</p>	
For Decision		
3.1 Committees of the Governing Board	<p>The Board noted that The Healthcare Governance Amendment Bill (2018) states: Schedule 3-9(1) A governing board may establish committees or subcommittees as the board thinks fit to advise the board on any aspect of its functions, or to assist the board in the performance of its functions.</p> <p>The Board discussed the Committees that could be implemented to advise or assist the Board, namely:</p> <ul style="list-style-type: none"> • Audit and Risk Committee: Draft terms of reference were noted by the Board. Discussion took place regarding function and membership of this committee. <p>The Board Resolved: To approve establishment of a BHFLHN Audit and Risk Committee with an independent chair to be appointed by the Board and at least two Board members. Board members to be appointed to the Audit and Risk Committee are JB, CG and JU.</p> <ul style="list-style-type: none"> • Clinical Governance Committee: The Board noted that effective structures already exist to manage and implement effective Clinical Governance. There was discussion that further investigation and consultation should occur before a Board Committee is developed to ensure that any new Committee adds value to existing structures. 	

	<p>Action: RG to invite RS and CG to an existing Clinical Governance Committee Meeting. RS and CG to formulate a recommendation to the Board at its September meeting.</p> <ul style="list-style-type: none"> Community and Consumer Engagement Committee: There was discussion regarding the importance of consulting with the six Health Advisory Councils within BHFLHN and that further investigation and consultation should occur before a Board Committee is developed to ensure that any new Committee adds value to existing structures. <p>Action: RG to invite RZ and PB to meet with key staff involved in Community and Consumer Engagement. RZ and PB to formulate a recommendation to the Board at its September meeting.</p>
<p>3.2 Clinical Due Diligence and Transition Arrangements</p>	<p>The Board noted an update on the Clinical Due Diligence and transition arrangements for the dissolution of Country Health SA Local Health Network and realignment of functions to new Local Health Networks and the Rural Support Service.</p> <p>The Board Resolved: To facilitate continuation of business, the Barossa Hills Fleurieu Local Health Network Governing Board approve the following:</p> <ol style="list-style-type: none"> 1. Adoption of all policy and procedure documents developed and approved by the previous Country Health SA Local Health Network for use within the Barossa Hills Fleurieu LHN from 1 July 2019. 2. That the term policy and procedure documents includes any policy, procedure, guideline, protocol, manual, work instruction, and governance framework. 3. That the documents are approved for use in their current form with advice provided to staff on the interpretation requirements for any reference within the documents to the entity CHSALHN and/or CHSALHN positions that no longer exist. <p>All policy and procedure documents will be subject to review over time.</p>

For Noting	
4.1 Instrument of Financial Authorisation	<p>The Board noted a Circular Resolution was agreed by the Board on 1 July 2019 as follows:</p> <p>The Board Resolved: Pursuant to Treasurer’s Instructions made under the Public Finance and Audit Act 1987, the Governing Board of the Barossa Hills Fleurieu Local Health Network, agrees to the financial delegations to the Chief Executive Officer, Barossa Hills Fleurieu Local Health Network, as set out in the Instrument of Authorisation by the Governing Board of Barossa Hills Fleurieu Local Health Network to the Chief Executive Officer of the Barossa Hills Fleurieu Local Health Network – Financial Authorisations.</p>
4.2 Appointment of Chief Executive Officer	<p>The Board noted a Circular Resolution was agreed by the Board on 1 July 2019 as follows:</p> <p>The Board Resolved: Pursuant to section 33E of the Health Care Act 2008, the Governing Board of the Barossa Hills Fleurieu Local Health Network, having consulted with the Chief Executive of the Department for Health and Wellbeing, approves the appointment of Rebecca Graham to the role of Chief Executive Officer, Barossa Hills Fleurieu Local Health Network, on the terms and conditions set out in the agreed Contract of Employment, for a term commencing on 1 July 2019 and expiring on 1 January 2022.</p>
4.2 Correspondence	Nil
Other Business	
5.1 Items raised at 1.6	<p>CEO Report</p> <p>The Board noted a verbal CEO report provided by RG for the period 1 July 2019 to 3 July 2019.</p>
Governing Board Activities	
<ul style="list-style-type: none"> • Meeting with Gawler Medical Executive Advisory Committee • Meeting with Presiding Member, Gawler Health Advisory Committee • Meeting with local staff members • Tour of Gawler Health Service 	

Meeting Evaluation	
5.1 Meeting Evaluation	The Board expressed the view that the meeting and in particular the workshop had been informative and beneficial.
5.2 Suggestions for Agenda Items for Next Meeting	The Board Resolved: That RG and JB would develop a Board forward planner for consideration by the Board at its August meeting.
Meeting Close	
Next Meeting	Thursday 22 August South Coast District Hospital, 56 Bay Road, Victor Harbor