

## BOARD MINUTES

Board meeting date: 25 November 2019 11.30am - 2.45pm  
Location: Mount Gambier & District Health Service, Conference Room 2

Acknowledgement of Country *We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respect to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia present here.*

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

Ngaire Buchanan (NB) Chief Executive Officer, Limestone Coast Local Health Network  
Paul Bullen (PB) Executive Director of Nursing & Midwifery, Limestone Coast Local Health Network  
Kristen Capewell (KC) Chief Finance Officer, Limestone Coast Local Health Network  
Hannah Morrison (HM) Regional Quality, Risk & Safety Manager, Limestone Coast Local Health Network  
Dr Jose Polong (JP) A/Executive Director of Medical Services, Limestone Coast Local Health Network

Attendees: Pam Schubert (PS) A/Director of Nursing & Midwifery, Mount Gambier & Penola

Secretariat: Angela Miller (AM) Director, Governance & Planning, Limestone Coast Local Health Network

Apologies: Nil

1.	MEETING OPENING	
Item		Discussion
1.1	Acknowledgement of Country	A Welcome to Country was provided by Kerri Reilly
1.2	Apologies	Nil
1.3	Introduction	Grant King provided an introduction to the 5 <sup>th</sup> meeting of the Governing Board. An update from the Board Chair included:

		<ul style="list-style-type: none"> <li>• The visit from Chris Picton MP and his visit to the Mount Gambier and Millicent sites on 17 &amp; 18 November</li> <li>• The Minister for Health &amp; Wellbeing, the Hon. Stephen Wade, visit to the region and his visit to the Mount Gambier, Penola, Naracoorte and Bordertown sites on 18 &amp; 19 November</li> <li>• The Board Chairs meeting with the Minister on 20 November and the discussion surrounding expectations, the governance reform process and centralisation, the devolution and process of change and the Independent Commission Against Corruption (ICAC)</li> <li>• The Aged Care model and the work of the Board Chairs in response to the Aged Care report, the need to identify future leaders in Aboriginal Health and the Rural Medical Workforce Plan</li> </ul> <p><b>ACTION:</b> A Board Chair Report to be added as a recurring agenda item</p>
1.4	Director Conflict of Interest Disclosure	Nil
1.5	Confirmation of previous meeting minutes & actions	Minutes of the meeting held on 28 October 2019 were accepted as a true and accurate reflection of the meeting.
<b>2.</b>	<b>LIMESTONE COAST CEO REPORT</b>	
2.1	CEO Report <ul style="list-style-type: none"> <li>a) General Update</li> <li>b) Performance Reporting Summary</li> <li>c) Key Performance Indicator (KPI) Summary</li> </ul>	<p>The CEO Report was noted along with the letter to the Chief Executive, Department for Health &amp; Wellbeing, relating to the Service Agreement 2019-20. A positive Contract meeting with Lynne Cowan, Deputy Chief Executive Commissioning &amp; Performance, was also noted along with the preparation taking place for the upcoming Accreditation on 2 – 6 December 2019.</p> <p>The implementation of the Savings Strategies for the LHN to achieve a balanced budget was discussed as well as the development of streamlined reporting to support the delivery of these outcomes.</p> <p>The improved activity in orthopaedic surgery and associated efficiency was noted.</p> <p>Governing Board awareness of adverse events through the escalation matrix and the requirement to communicate Serious Assessment Code (SAC) 1 events to the Board</p>

		<p>was discussed along with the interdepartmental review of all SAC1 &amp; SAC2 events through the Mortality &amp; Adverse Events Review Committee.</p> <p>The status of Criminal History Checks and Complaint Acknowledgment &lt; 2 workings days and the associated process improvements were also discussed.</p> <p><b>ACTION:</b></p> <p>Activity in rehabilitation and chemotherapy and the allocated funding to be further investigated.</p> <p><b>ACTION:</b></p> <p>A summary of Serious Assessment Code (SAC) 1 &amp; 2 events for September to be provided to the Governing Board for information.</p>
<b>3.</b>	<b>ENGAGEMENT STRATEGIES</b>	
3.1	Engagement Strategy Update	<p>The significant progress of the LHN Clinician &amp; Staff Engagement Strategy was highlighted and an update on the Consumer, Community &amp; Carer Engagement Strategy was provided.</p> <p>The role of Health Advisory Council's (HACs) in engagement as a feedback mechanism was discussed along with attendance at the combined HAC meetings and an opportunity for the regional HACs to come together on an annual basis to share ideas and insights.</p> <p><b>ACTION:</b></p> <p>The governance and oversight of the Engagement Strategies within other LHNs to be investigated to determine the best approach for the LCLHN</p>
<b>4.</b>	<b>MATTERS FOR APPROVAL</b>	
4.1	<p>Millicent Service Plan 2020-23</p> <p>a) Governing Board Briefing – Millicent Service Plan</p> <p>b) Millicent Service Plan 2020-23</p>	<p>The Millicent Service Plan 2020-23 was reviewed and the service planning process timeframe, insights and the data that supported the planning and consultation for health services in Millicent were discussed.</p> <p>The management of Drug &amp; Alcohol related concerns and the current process within the LHN were further discussed.</p>

		<p>It was noted that the new Executive Director Medical Services will be the lead for Hospital Avoidance strategies upon commencement in January 2020 and will work closely with the Primary Health Network (PHN) and GPs.</p> <p><b>DECISION:</b></p> <p>The Millicent Service Plan 2020-23 was approved by the Governing Board.</p>
<b>6.</b>	<b>TOPIC OF THE MONTH</b>	
6.1	<p>Service Agreement 2019-20 update</p> <ul style="list-style-type: none"> <li>a) LCLHN Service Agreement 2019-20</li> <li>b) Letter to CE, DHW relating to Service Agreement</li> </ul>	<p>The Service Agreement 2019-20 and the confirmed alignment of the schedules to the Clinical Governance Committee Terms of Reference was discussed.</p> <p>The presentations by Sir Malcolm Grant &amp; Sir Neil McKay, NHS UK, relating to the context of health services were highlighted.</p> <p>IN CAMERA SESSION: 1:18PM to 1:51PM</p>
<b>7.</b>	<b>STRATEGIC PLANNING</b>	
7.1	<p>Rural Health Workforce Strategy Planning</p> <ul style="list-style-type: none"> <li>a) Rural Health Workforce Strategy</li> <li>b) Draft Rural Health Workforce Strategy Communication Plan</li> <li>c) Draft Rural Medical Workforce Plan</li> <li>d) Rural Medical Workforce Plan – Strategies</li> <li>e) Limestone Coast Medical Workforce Profile</li> <li>f) Limestone Coast Consultation</li> <li>g) Limestone Coast ‘Zeetings’</li> </ul>	<p>The Rural Health Workforce Strategy planning as an extension of previous workforce discussions was explored noting the time to see the results and benefits of the plan and the need to develop strategies to support the intervening years. Opportunities for collaboration with other LHNs, SA Ambulance Service (SAAS), Pangula Mannamurna, universities &amp; colleges, primary care, GPs and specialists, Commonwealth and State Government and the community were discussed.</p> <p><b>ACTION:</b></p> <p>The Governing Board to review the Rural Medical Workforce Plan (RMWP) strategies and provide priorities for the LHN by 2 December 2019. This will support the RMWP funding proposals for the Country LHNs being coordinated by the Rural Support Service and the submission date of 6 December 2019 and support further discussion of these strategies at the 20 January 2020 Board Meeting.</p>
<b>8.</b>	<b>OTHER BUSINESS</b>	
8.1	<p>Pathology &amp; Radiology Services – Confirmation of Funding</p>	<p>Pathology and radiology services were confirmed as being contained within the National Weighted Activity Unit (NWAU) and activity funding noting outpatient costs are charged</p>

		to Medicare.
8.2	<p>Locum Medical Services Panel</p> <p>a) Locum Medical Services Panel Exemption</p> <p>b) Locum Panel Checklist</p> <p>c) Contract Exemption Request Form</p>	The Locum Medical Services Panel and exemption process was noted.
8.3	Primary Health Network – Grants & funding	<p>The Primary Health Network and request for information relating to grants and funding was discussed.</p> <p><b>ACTION:</b></p> <p>The CEO of the Country SA Primary Health Network (PHN), Kim Hosking, is to be invited to attend the meeting of the Governing Board on 20 January 2020.</p>
8.4	<p>Standard 8: Organisational Governance</p> <p>a) RSS Standard 8 Masterclass – Brochure</p> <p>b) RSS Standard 8 Masterclass - Agenda</p>	<p>The opportunity to attend the Standard 8 Organisational Governance ‘Masterclass’ on 5 February was discussed.</p> <p><b>ACTION:</b></p> <p>All members to confirm attendance (and non-attendance) with the Director of Governance &amp; Planning</p>
<b>9.</b>	<b>MATTERS FOR NOTING</b>	
9.1	Management Oversight Committee (MOC) agenda & minutes	The Management Oversight Committee (MOC) agenda and minutes were noted and agreement to have them provided as information for each meeting was agreed.
9.2	Finance & Performance Committee minutes - 28 October 2019	The Finance & Performance Committee minutes from the meeting held on 28 October 2019 were noted.
9.3	Finance & Performance Committee Terms of Reference (TOR)	The Finance & Performance Committee Terms of Reference (TOR) was noted.
9.4	Finance & Performance Agenda 25 November 2019	<p>The Finance &amp; Performance Committee agenda for the meeting held on 25 November 2019 was noted.</p> <p>Jl provided an overview of the meeting including the opportunity to understand the</p>

		reporting through descriptive commentary and the ability to influence this reporting.
9.5	LCLHN Invoice Payments October 2019	The Limestone Coast Local Health Network (LCLHN) Invoice Payments for October 2019 and their monthly provision to the Governing Board were noted.
9.6	LCLHN Late Payments of Interest (LPI) October 2019	The Limestone Coast Local Health Network (LCLHN) Late Payments of Interest (LPI) report for October 2019 and the monthly provision of this report to the Governing Board was noted.
9.7	Clinical Governance Committee Agenda – 25 November 2019	The Clinical Governance Committee agenda for the meeting held on 25 November 2019 was noted.  AS provided an overview of the 1 <sup>st</sup> meeting of the Clinical Governance Committee with a focus on patient safety, quality, effectiveness and satisfaction as well as the implementation of a 'clinical solvency statement'.
9.8	a) Delegations of functions & powers related to Health Advisory Councils b) Instrument of Delegation – Delegation of Functions & Powers related to Health Advisory Councils	The Delegation of functions & powers relating to Health Advisory Councils were noted.
9.9	a) Governing Board Briefing – CCTV Pilot Project b) Fact Sheet – Your Guide to the SA Health CCTV Pilot Project	The Governing Board Briefing and Fact Sheet relating to the CCTV Pilot Project in Aged Care facilities and the specific implementation of this project in Charla Lodge, Bordertown, within the Limestone Coast Local Health Network was noted. It was further noted that Sheoak Lodge in Millicent currently has CCTV in public areas.
9.10	a) Governing Board Briefing – Safety & Security Processes b) Security Audit Action Plan	The Governing Board Briefing relating to Safety & Security Processes and the Management of Actual & Potential Aggression (MAPA) training of 180 staff (against a target of 50) was discussed.  <b>ACTION:</b>  The Security Audit Action Plan is to be revised to include allocation of sustainability funding.  <b>ACTION:</b>  The Security Audit Action Plan is to be revised to include prioritisation as per the risk

		matrix.
<b>10.</b>	<b>SUMMARY AND CLOSE</b>	
10.1	Next Meeting & location	Monday 20 January 2020, Mount Gambier & Districts Health Service
10.2	Meeting Close	2:40 PM