

## Yorke and Northern Region Local Health Network Governing Board

**Date:** 1 July 2020  
**Venue:** Balaklava Soldiers' Memorial Hospital

<b>Item</b>	<b>Notes</b>
<b>1. Welcome</b>	<p>The meeting opened at 10.45am.</p> <p>John Voumard welcomed those present and acknowledged the traditional owners of the land.</p> <p>John also acknowledged today as being the first anniversary of the Yorke and Northern Local Health Network. He commended the commitment and dedication of Board members, staff and volunteers and the achievements to date.</p>
<b>2. Present/Apologies</b>	<p><u>Present:</u></p> <ul style="list-style-type: none"> <li>• John Voumard (JV)</li> <li>• Julianne Badenoch (JB)</li> <li>• Yvonne Warncken (YW) – by phone</li> <li>• Liz Malcolm (LM)</li> <li>• Roger Kirchner (RK)</li> <li>• Vincent Bellifemini (VB)</li> <li>• Glenise Coulthard (GC) – by phone</li> <li>• Leeanne Stringer (Executive Support) (LS)</li> </ul> <p><u>Apologies:</u></p> <ul style="list-style-type: none"> <li>• nil</li> </ul>
<b>3. Conflict of Interest Declaration</b>	<p>Nil declared.</p>
<b>4. Minutes of previous meeting</b>	<p>The minutes of the previous meeting held 3<sup>rd</sup> June were approved by consensus.</p>
<b>5. Action List</b>	<p>The actions described from the previous meeting, are either complete, in progress or covered in the meeting agenda.</p> <p>The action list will be updated and distributed to all members as an attachment to the minutes.</p>

Item	Notes
<b>6. Presentations/Visitors</b>	
<p>6.1 Teamgage. (via videoconference) Michael Davis. A/Director People and Culture</p>	<p>Michael Davis was welcomed to the meeting at 10.55am via video conference to provide an overview and demonstration of <a href="#">Teamgage</a>.</p> <ul style="list-style-type: none"> <li>• Teamgage is an initiative that has been implemented in YNLHN to support the identification of issues affecting staff</li> <li>• The roll out initially commenced with the Executive Team, and is now being implemented in all sites in YNLHN</li> <li>• It is an on line platform with responses submitted via a short, 20 second survey that is easily accessed by staff with a Government email address</li> <li>• Options to engage staff who do not have a Government email address are being explored. (not all staff have a Government email address)</li> <li>• The survey is distributed on a fortnightly basis, however, the frequency can be changed if required</li> <li>• Provides real time feedback to Managers, and staff can access their own dashboard</li> <li>• Results are collated for the whole organisation and by department, with progress tracked and the ability to add actions, which may also be tracked to demonstrate the impact</li> <li>• A range of detailed, multi-level reports can be generated</li> <li>• M. Davis confirmed that other LHN's are not using Teamgage, however, some State and Commonwealth agencies do</li> <li>• Discussions are occurring with SA Health and other LHN's about how this is may be adopted across the broader system</li> <li>• Positive feedback has been received from Managers, with requests for support to work with teams to progress required actions and facilitate further discussions</li> <li>• The Board requested the provision of quarterly trend reports</li> </ul>
<b>7. Standard Agenda Items</b>	
<p>7.1 Consumer and Community Engagement Board Committee Meeting Summary: 17 June 2020</p>	<p>The report was discussed and noted. G. Coulthard highlighted the following:</p> <ul style="list-style-type: none"> <li>• The Terms of Reference are yet to be finalised.</li> <li>• Discussion occurred about the population profile in relation to the number of admissions for the KPI-ATSI leaving against medical advice.</li> <li>• The committee meets monthly in the evening to allow the HAC representatives to participate.</li> </ul> <p><b>ACTION:</b> Zoom meeting to be arranged for 8 July 2020 from 1.15pm – 2.00pm to finalise Terms of Reference.</p>
<p>7.2 Aged Care Services Board Committee Meeting Summary: 16 June 2020</p>	<p>The report was discussed and noted. L. Malcolm highlighted the following:</p> <ul style="list-style-type: none"> <li>• A meeting will be arranged with the Mid North HAC and the Peterborough Hospital EO/DON to discuss the provision of aged care services in Peterborough.</li> <li>• Residential Care Contracts are currently being reviewed.</li> </ul> <p>Considerable discussion occurred about aged care services and associated charges and payments.</p> <p>R. Kirchner advised of the closure of the aged care facility in Stansbury, which is run by a private provider. A high level of feedback has been received from the community and local MP's.</p>

	<i>J. Voumard advised there has also been some coverage in the local media about the closure.</i>
<i>7.3 Finance and Performance Board Committee Meeting Summary: 25 June 2020</i>	<p><i>The meeting summary was noted and discussed.</i></p> <p><i>Y. Warncken highlighted the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Review of salaries and wages costs to ensure these are being charged to correct areas where aged care is co-located with GFU's</i></li> <li>• <i>A response is being developed about the 2020-2021 Commissioning and Funding process, following the recent presentation from DHW.</i></li> </ul>
<i>7.4 Audit and Risk Board Committee Meeting Summary: 25 June 2020</i>	<p><i>The meeting summary was noted and discussed.</i></p> <p><i>J. Voumard highlighted the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Meetings will now be held bi-monthly, with arrangements being confirmed at present</i></li> </ul> <p><i>R. Kirchner provided feedback about the Risk Register workshop recently held with YNLHN Executive, with an additional workshop to be arranged for the Board and Executive.</i></p>
<i>7.5 Clinical Governance Board Committee Meeting Summary: 16 June 2020</i>	<p><i>The meeting summary was discussed and noted.</i></p> <p><i>J. Badenoch highlighted the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Bi monthly meetings to commence in August</i></li> <li>• <i>The Quality Report will be provided to the Board following these meetings and will be added as a standard agenda item.</i></li> <li>• <i>A Clinical Governance Workshop, facilitated by Cathy Balding, has been arranged for 7<sup>th</sup> August. All Board members are invited to attend.</i></li> </ul>
<i>7.6 Financial Reports- May 2020</i>	<p><i>The reports were discussed and noted.</i></p> <p><i>V. Bellifemini provided a comprehensive overview of the financial reports, highlighting the following:</i></p> <ul style="list-style-type: none"> <li>• <i>High levels of vacancies in Residential Aged Care</i></li> <li>• <i>Nurse Agency premium fees (whole of LHN strategies are being investigated in 2020-21 to support efficiencies)</i></li> <li>• <i>COVID-19 strategies – additional expenditure</i></li> <li>• <i>Activity vs Funding alignment</i></li> <li>• <i>Activity vs targets</i></li> <li>• <i>Budget planning for 2020-21 is underway</i></li> </ul> <p><i>R. Kirchner provided an overview of work that is occurring at both LHN and statewide levels in relation to service provision.</i></p>
<i>7.7 YNLHN Performance Report – May 2020</i>	<i>The report was discussed and noted.</i>
<i>7.8 CEO Report- June 2020</i>	<p><i>The report was discussed at length.</i></p> <p><i>R. Kirchner highlighted the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Several attempts have been made to arrange a meeting with the NYP Private Hospital Board, however, at this time, a response is pending. Strategies are being developed to progress discussions.</i></li> <li>• <i>Awaiting advice about Accreditation</i></li> <li>• <i>Services disrupted due to COVID-19 have been reinstated</i></li> <li>• <i>Continuing to monitor developments in relation to the COVID-19 pandemic and maintain preparedness</i></li> <li>• <i>Visiting specialist arrangements are being reviewed</i></li> <li>• <i>Capital works bids are being developed</i></li> <li>• <i>Security and SAPOL response at some regional sites was discussed.</i></li> </ul> <p><i>The Board is seeking to gain an understanding of the arrangements with the RDWA and what services they provide.</i></p>

	<b>ACTION:</b> Provide information to the Board to clarify the arrangements with the RDWA and what services are provided. (RK)
7.9 Chair's Update	<p>J. Voumard reported the following:</p> <ul style="list-style-type: none"> <li>• June has again been a very busy month</li> <li>• Now that he has a good overview of the YNLHN Board Committees, John will withdraw from attending all meetings of these committees</li> <li>• The RSS Strategic Priorities for 2020-21 have been determined and approved by the country LHN Board Chairs</li> <li>• Thanks were given to all for their participation in last week's YNLHN Strategic Planning Workshop</li> <li>• Regional and Metropolitan Board Chairs are meeting with the CE DHW this Friday.</li> </ul>
7.10 Health Advisory Councils: Meeting held 16.06.2020 - feedback	<p>J. Voumard provide an overview of the meeting held on 16 June 2020.</p> <p>Correspondence was received from the Lower North Health Advisory Council Presiding Member asking if a member from one of the HAC's in the YNLHN could attend each Board meeting. This issue was discussed at the meeting on 16 June 2020, where other HAC Presiding Members agreed that existing communication and engagement strategies were adequate.</p> <p>This issue was discussed at length today, with agreement that existing strategies are appropriate. A formal response from the Board Chair will be provided in relation to the correspondence received.</p> <p>It was agreed that the development of a flow chart depicting these strategies would be beneficial, and that this be provided to all Presiding Members in YNLHN..</p> <p>It was noted that the HAC Induction Package has also been reviewed and will be adapted to ensure all relevant information is provided.</p>
<b>8. Matters for decision</b>	
8.1 Legislative Compliance Framework	<p>Discussed.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Approve the 2020-21 Legislative Compliance Framework.</li> <li>2. Approve Certification in September 2020</li> </ol> <p>Both recommendations were Approved.</p>
8.2 Revised Internal Audit Charter	<p>Discussed.</p> <p>Approved</p>
8.3 Revised Internal Audit Plan	<p>Discussed.</p> <p>Approved</p>

<b>9. Other Business</b>	
9.1 YNLHN Strategic Planning Workshop-feedback (26.06.2020)	<p>A brief discussion occurred about the workshop.</p> <p>Members indicated that they are keen to see the draft plan.</p> <p>R. Kirchner advised that he has requested the draft plan be provided as soon as possible.</p>
9.2 YNLHN Governing Board Risk Management Workshop – proposed dates	<p>It was agreed that the workshop be held on 2<sup>nd</sup> September prior to the Board meeting at the Laura Hospital, with times as follows:</p> <ul style="list-style-type: none"> <li>• Risk Workshop – 9am – 12.00pm</li> <li>• Board Meeting – 1.30pm – 4.30pm</li> </ul>
9.3 Key Management Personnel (KMP Self-Declaration)	<p>This issue was discussed at length.</p> <p>Y. Warncken confirmed that completion is a legislative requirement.</p> <p>Members requested that in future, additional information be provided to enhance their understanding of these requirements, as opposed to an email directing completion.</p> <p>J. Voumard to raise at the next meeting the CE DHW.</p>
9.4 Board Member Recruitment	<p>The Governing Board unplanned appointment process was discussed.</p> <p>Advice has recently been received that a general call for Expressions of Interest will be undertaken, with a pool of pre-approved applicants to established for consideration by Boards for Board member vacancies.</p>
9.5 Health Care Governance Amendment Bill 2020	<p>Discussed.</p> <p><b>ACTION:</b> Review current and proposed documents and develop a briefing clarifying the changes, if there is not one already available. (LS)</p>
<b>10. Matters for Noting</b>	
10.1 Internal Audit project Brief-Response to external clinical audits of Residential Aged Care Facilities	Noted.
10.2 SAH Policy update-System Wide Internal Audit Policy	Noted.
10.3 SAH Policy Update-Corruption Control Policy	Noted.
10.4 RSS Strategic Directions 2020-2021	Noted.
<b>11. Correspondence</b>	
11.1 Health Care Governance Amendment Bill 2020: Minister Picton	<p>Noted.</p> <p>Acknowledgement response to be sent on behalf of the Board Chair (LS).</p>

11.2 HAC representation at YNLHN Governing Board Meetings: Mr. Daryl Venning	Discussed-refer to Item 7.10
<b>12. Meeting Evaluation</b>	
12.1 Nil	
<b>13. In-Camera</b>	<i>An In Camera session was held with Board Members present.</i>

**Meeting closed at:**

**Date of next meeting: Wednesday 5<sup>th</sup> August 2020.**

**Agenda items and reports due: 27 July 2020.**