

Meeting Minutes

Flinders and Upper North Governing Board

Official Acknowledgement of Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present, and future. We also pay respect to Elders past, present and emerging and the Cultural authority of Aboriginal people in attendance from other areas.

Date: Friday 24 November 2023

Time: 09:00 to

Location: Quorn Health Service

Membership (P – Present, A – Apology)

(MW) Mark Whitfield, Governing Board Chair	P	(KW) Kate Warren, Governing Board Member	P
(SG) Suzy Graham, Governing Board Member	P	(RW) Dr Rohan Ward, Governing Board Member	A
(SC) Shamus Cogan, Governing Board Member	P	(RM) Ros McRae, Governing Board Member	P
(GM) Geri Malone, Governing Board Member	P	(CF) Craig Fullerton, Governing Board Member	P

Regular Attendees / Invited Guest (P – Present, A – Apology)

(CP) Craig Packard, Chief Executive Officer	P
(AS) Amanda Semark, A/Director Governance and Performance	P
(BJ) Belinda Johnson, Director People and Culture	P
(M Wood) Melanie Wood, Senior Human Resources Consultant	P
(AP) Ashley Parkinson, Executive Officer Director of Nursing Quorn, Hawker & Leigh Creek	P

1. Meeting Opening

1.1	Official Acknowledgement of Country	Meeting opened at 09:00 with the Chair providing Acknowledgement of Country, Chair welcomed all present.
1.2	Present and Apologies	Apology received from RW. SG attended via Microsoft Teams.
1.3	In Camera Board Discussion	In camera discussion occurred between 10:02 and 10:30am. Chief Executive Officer (CEO) and A/Director Governance and Performance not present during discussion.

1.4	Declarations of Interest & Potential Conflicts	<p>Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items.</p> <p>Amendments noted for MW regarding Guide Dogs SA Consumer Reference Group.</p> <p>Action: AS to update register.</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from the Governing Board meeting held 22 September 2023 tabled.</p> <p>Action: Minutes accepted and endorsed by all members present.</p>
1.6	Governing Board Chair Summary Report	<p>Report tabled and noted by the Board.</p> <p>Noted the meeting held on 20 November 2023 between the Board and Minister for Health and Wellbeing.</p>
1.7	Chief Executive Officer Summary Report	<p>Report tabled and noted for information.</p> <p>Discussion held regarding the planned implementation of after-hours ward medical cover/care in a structured and clinically appropriate manner, confirming patient safety is discussed extensively at the Board Clinical Governance Committee.</p> <p>The CEO provided an update on the external review of Port Augusta Hospital elective caesarean cases, noting the review was identified during the Obstetric medical trainee accreditation process.</p> <p>The Board noted the Work Health and Safety training compliance rates, the CEO confirmed rates have increased since the report was written.</p> <p>The CEO provided an update on the Reconciliation Action Plan (RAP) noting consultation is planned for January/February 2024 and draft plan expected for the March 2024 Board meeting. Updates be provided via the CEO report.</p> <p>The Board discussed the Whyalla independent birthing service review, specifically additional governance oversight and the significant impact to the nursing leadership team and Executive staff since the release of the report.</p> <p>The CEO provided an update reporting the Midwifery Director has now been recruited and commences on 27 November 2023. The Midwifery Director will progress work implementing recommendations from the independent review. The CEO confirmed FUNLHN are financially supporting five nurses to become Midwives.</p> <p>Action:</p> <p>RAP to be included as a supplementary heading in CEO report to the Board with draft tabled at March 2024 meeting.</p>



		<p>Whyalla Birthing Service to be included as a standing agenda item for future Governing Board meetings.</p> <p>Whyalla Birthing Service operational project plan tabled at next meeting with target deadlines and actions.</p>
1.8	Actions arising from previous minutes	Action log tabled and noted by the board. Register updated with completed actions to be removed and archived.
1.9	Presentation to the Board	<p><u>Presentation: Recruitment Team</u></p> <p>BJ and M Wood joined the Board meeting via Microsoft Teams providing a presentation update on the Recruitment Team. The presentation included development of recruitment officers and achievements since commencement, benefits to FUNLHN and Managers, feedback, statistical information and expected outcomes if positions continue.</p> <p>The Board noted the reported seven week reduction in timeliness of recruitment processes as a significant improvement, down from 14 weeks over a 12 month period.</p> <p>Robust discussion held regarding the changed recruitment market, being an LHN of choice, staff turnover and recruitment strategies currently being utilised by FUNLHN.</p> <p>The Board queried the recruitment statistics requesting further information on the number of actual positions filled.</p> <p>Action: BJ to provide further information on recruitment statistics – number of positions filled via external advertisements.</p> <p>AS to provide copy of presentation to Board members.</p> <p><u>Presentation: Multi-Campus</u></p> <p>AP joined the Board meeting in person providing an update on the multi-campus Director of Nursing role.</p> <p>AP shared architect renders and floor plans of the new Leigh Creek Clinic buildings providing an overview of construction process, design inclusions and anticipated opening schedule.</p> <p>AP provided an overview of Quorn and Hawker sites, including staffing, risks and challenges and improvement initiatives such as combined leadership meetings between sites.</p> <p>AP noted the work underway considering staffing models in line with Commonwealth requirement of a Registered Nurse (RN) on duty 24/7 – not currently applicable to multi-purpose service (MPS) sites.</p> <p>AP noted the recent celebrations for the 100 year anniversary at Hawker.</p>

2. Matters for Decision

2.1	2023-027 FUNLHN Attestation Statement	Brief tabled [Endorsed by Circular Resolution 29 September 2023].
2.2	2023-028 Aged Care Governing Board Statement	Brief tabled [Endorsed by Circular Resolution 18 October 2023].
2.3	2023-029 FUNLHN Risk Appetite Statement	<p>Following considerable discussion held by the Board at the Planning Day (22-23 November 2023), the Board agreed to defer item to the next meeting.</p> <p>Action: Deferred to January 2024 meeting ensuring alignment with risks as discussed at Planning Day.</p>
2.4	2023-030 Governing Board Charter	<p>Governing Board Charter Volume 1 and 2 tabled and discussed at Planning Day (22-23 November 2023).</p> <p>Action: Endorsed with minor change to section 13 of Volume 2.</p>
2.5	2023-031 Governing Board Calendar 2024	<p>2024 Board Calendar discussed at Planning Day including incorporation of Leigh Creek site visit.</p> <p>Confirmed the next Board meeting will be held on 19 January 2024 at Whyalla. The 2024 Annual Public Meeting will be scheduled to be held in Hawker during November.</p> <p>Action: Endorsed with inclusion of site visit to Leigh Creek.</p>
2.6	2023-032 Terms of Reference Finance and Performance Committee	<p>Tabled and discussed at Planning Day.</p> <p>Action: Endorsed with amendment to membership.</p>
2.7	2023-033 Terms of Reference Audit and Risk Committee	<p>Tabled and discussed at Planning Day.</p> <p>Action: MW to seek clarification on the overall scope of changes that can be made and to section 5 regarding external members.</p>
2.8	2023-034 FUNLHN Integrated Governance Framework	<p>Integrated Governance Framework tabled and discussed at Planning Day.</p> <p>Action: Endorsed.</p>
2.9	2023-035 FUNLHN Governing Board External Review	<p>Broad discussion held at Planning Day regarding an external review process, key points included:</p> <ul style="list-style-type: none"> • The last external review was conducted by consultants in 2021. • Potential scope discussed with the Board agreeing to a 360 review approach assessing both Board performance and Board operations. • Consideration to be given to an 'off the self' package rather than consultants, if fit for purpose.

		<ul style="list-style-type: none"> Frequency discussed and agreed on external review three yearly. <p>Action: KW to research options available for external review.</p>
2.10	2023-036 FUNLHN Board Committees Membership Review	<p>Board Committee memberships discussed at Planning Day.</p> <p>SC raised his interest in joining the Audit and Risk Committee if the opportunity arises and KW expressed her interest in becoming Chair of the Consumer and Community Engagement Committee in the future.</p> <p>Action: Agreed Committee memberships to amend as follows:</p> <ul style="list-style-type: none"> RM allocated to Finance and Performance Committee CF allocated to Consumer and Community Engagement Committee KW allocated to Clinical Governance Committee
2.11	2023-037 FUNLHN Strategic Plan Review	<p>Strategic Plan reviewed at Planning Day with agreed amendments to pillars 1,3,4 and 5.</p> <p>Action: AS to collate agreed amendments for verification by Board members. Once verified arrange re-publication of Strategic Plan.</p>
2.12	2023-038 FUNLHN Consumer & Community Engagement Framework Review	<p>Consumer and Community Engagement Framework tabled and reviewed at Planning Day.</p> <p>Action: Endorsed with nil changes.</p>
2.13	2023-039 FUNLHN Clinical Engagement Framework Review	<p>Clinical Engagement Framework tabled and reviewed and Planning Day.</p> <p>Action: Endorsed with nil changes.</p>
2.14	2023-042 FUNLHN Strategic Risks	<p>Draft strategic risks tabled, reviewed and discussed in detail at Planning Day with the Board agreeing the majority require further refinement and clarification prior to endorsement. Further discussions held regarding the Board's risk appetite and target risk.</p> <p>Action: Strategic risks to be refined and risk appetite to be reviewed.</p>
3. Strategic Discussions		
3.1	Strategic Plan Report	As per Planning Day discussions (item 2.11).
4. FUNLHN Board Committee Reports		
4.1	Consumer and Community Engagement Committee	No meeting held – next summary report due for reporting in January 2024.
4.2	Finance and Performance Committee	Summary report tabled and noted. Key points raised for noting included:

		<ul style="list-style-type: none"> • Current financial position of the LHN citing out of session meeting held with CEO on 15 November 2023 and considerable discussion regarding potential savings strategies. • Discussed activity performance with request made for specific activity information to be included in future summary reports. • Performance assessment level 2 received for quarter 1 2023-24 and requested actions to move the LHN back towards a level 1 rating. • Allied Health Professional (AHP) staff turnover rate – separate briefing to the Board (item 5.12). <p>Action: SC to include additional activity information in future summary reports.</p>
4.3	Clinical Governance Committee	<p>Summary report tabled and noted. Key points raised for noting included:</p> <ul style="list-style-type: none"> • Relative stay index and contributing factors. • New initiatives being implemented by the A/Executive Director Medical Services looking closely at clinical incidents. • New statewide interfacility transfer (SIFT) system implemented. • 20FTE expected to be recruited from the recent New Zealand recruitment campaign. • Discussion regarding discharge summaries. • Workforce remains a significant clinical risk across all disciplines.
4.4	Audit and Risk Committee	<p>Summary report tabled and noted.</p> <p>Noted Whyalla birthing service review will continue to remain on Committee agenda.</p>
5. Matters for Information		
5.1	FUNLHN Performance Report	Report tabled and noted.
5.2	Aged Care Summary Report	Report tabled and noted.
5.3	NDIS Summary Report	Report tabled and noted.
5.4	WHS Report	Report tabled and noted.
	Legislative Update – Psychological Risks	Briefing tabled and noted.
5.5	SA Health Policies	Nil.
5.6	Agenda items for next meeting	As per 2024 Board Calendar discussion from Planning Day (item 2.5).
5.7	Capital Expenditure Review	Deferred to January 2024 meeting.

5.8	Contract Management Report	Deferred to January 2024 meeting.
5.9	QRS Summary Report January to June	Report tabled and noted. Discussed unsuitable terminology used in the Cultural background of consumer feedback graph (page 25 of report) – Australian and Australian Aboriginal. Action: AS to provide feedback to Quality, Risk and Safety (QRS) team regarding changing terminology.
5.10	FUNLHN Annual Public Meeting	Annual Public Meeting held on the evening of Thursday 23 November 2023 at the Great Northern Lodge – Quorn.
5.11	2023-040 FUNLHN Budget Expenditure	Briefing tabled and noted.
5.12	2023-041 FUNLHN Workforce	Briefing tabled and noted.
5.13	Annual Compliance Certification Guideline	Briefing tabled and noted.
6. Correspondence for Noting		
6.1	Correspondence Circulated	Correspondence circulated out of session for months of August, September and October.
6.2	Rural Support Service Governance Committee Meeting Summary/Minutes (August, September and October)	Minutes tabled and noted.
7. Meeting Finalisation		
7.1	New Business	<p><u>Short Notice Accreditation</u></p> <p>MW informed the Board that notice was received on Thursday 23 November 2023 announcing accreditation assessment against the National Safety and Quality Healthcare Standards across FUNLHN from 27 November – 1 December 2023.</p> <p><u>New Business from Planning Day</u></p> <p><u>Single Employer Model</u></p> <p>The CEO provide a verbal update regarding a single employer model proposal relating to medical staffing and training based on the Riverland Mallee Coorong LHN model, noting a costing briefing is anticipated for the Board in the near future.</p> <p><u>Aged Care Strategic Direction</u></p>



		<p>The Board held considerable discussion regarding the direction of Aged Care services into the future and next steps following the Aged Care Business Plan.</p> <p>Action: Facilitated session to be planned for around March 2024 including staff and stakeholders.</p>
7.2	Meeting Schedule	Next meeting – Friday 19 January 2024
7.3	Meeting Evaluation and Self-Assessment Process	Paper tabled.
7.4	Meeting Close	<p>Meeting closed at 13:00.</p> <p>Site tour of Quorn Health Services provided by AP on conclusion of meeting.</p>

Signed:

Mark Whitfield
Flinders and Upper North Governing Board Chair