

Central Adelaide Local Health Network Governing Board

Meeting: 25 October 2023

MINUTES

Item No.	Item	Discussion	Action Ref No.
	<p>Meeting Opening Acknowledgement of Country</p>	<p><i>“We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people in the Adelaide region, and the Noongar people of the Whadiuk Noongar nation in Perth and that we respect their spiritual relationship with their country. We also acknowledge the Kurna, and Noongar people as the custodians of the greater Adelaide and Perth regions and that their cultural, linguistic and heritage beliefs are still important to the living Kurna and Noongar people today”</i></p>	
1.1	<p>Welcome</p> <p>Attendance of Board members:</p> <p>In attendance:</p> <p>Invited guests:</p> <p>Apologies:</p>	<p>The meeting commenced at 10:32am with the Chair providing an Acknowledgement of Country and welcoming all Governing Board members and meeting attendees.</p> <p>The Chair spoke to the outcome of the recent referendum acknowledging the impact this had on CALHN staff and the broader aboriginal community, thanking Janine Mohamed for her role in supporting CALHN pre and post the referendum.</p> <p>The Chair welcomed Suzanne Foot as an observer for today’s board meeting to support her post graduate university course. The Chair also welcomed CALHNs General Counsel and Corporate Secretary, and the Manager Intergovernmental Relations to their first board meeting.</p> <p>Mr Raymond Spencer (Chair), Professor Justin Beilby, Mr Peter Hanlon, Ms Ingrid Haythorpe, Dr Janine Mohamed, Mr Rick Persse (Observer, Under Treasurer, Department for Treasury & Finance) and Dr Peter Subramaniam (Observer).</p> <p>Adjunct Professor Kathryn Zeitz (Interim CEO), Ms Kellie Schneider (General Counsel & Corporate Secretary), Mr Chris Preston (ED, Finance & Business Services), Ms Michelle Sorensen (Manager, Intergovernmental Relations), Ms Sophie Hlipala (Manager Board Services), Ms Holly Clark (Director Office of the CEO).</p> <p>Ms Simone Dafoe (Principal Physiotherapist RAH ICU– <i>attending for item 2.1</i>), Mr Peter Kelly (former RAH Intensive Care Consumer – <i>attending for item 2.1</i>), Ms Naomi Heinrich (Program Director, Critical Care and Perioperative Services- <i>attending for item 2.1</i>), Ms Rachel Kay (ED Operations and Performance – <i>attending for items 3.3 and 4.5</i>), Dr Paul Furst (Acting ED Clinical Governance – <i>attending for item 3.2</i>), Ms Stella Robinson (Director Safety and Quality - <i>attending for item 3.2</i>), Dr Liz Sutton (Director Research – <i>attending for item 3.3</i>)</p> <p>Professor Judith Dwyer</p>	

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1.2	Conflict of Interest Disclosures	No conflicts of interest were declared.	
1.3	Confirmation of Agenda / Any Other Business	Members confirmed the agenda and item 4.3 was removed.	
1.4	Confirmation of Previous Minutes	The committee endorsed the minutes from the previous meeting, held 2 August 2023.	
1.5	Action List	The status of each action item was noted.	
2	<i>Connection to Purpose</i>		
2.1	RAH Survive and Thrive Peer Support Program	<p>The Principal Physiotherapist RAH Intensive Care Unit and a former RAH Intensive Care Consumer attended for this item, along with the Program Director, Critical Care and Perioperative Services who introduced the guests.</p> <p>A presentation regarding the Thrive & Survive project was provided to the Board. ICU medical, nursing, and allied health staff coordinate this voluntary community-based peer support which aims to normalise what patients have been through, acknowledging that nearly all patients and family members suffer Post Intensive Care Syndrome (PICS). The group meets several times per year. The members discussed the future expansion of the service with other local health networks, support for regional patients and the development of a similar model for teenage groups.</p> <p>The Board thanked the attendees for their presentation and acknowledged the clear passion that surrounds the project and their sincere appreciation to our former patient for sharing his own personal story which clearly highlighted the benefits of the program.</p>	
3	<i>Strategic Discussion</i>		
3.1	Interim CEO Report	<p>The Chair thanked our Interim Chief Executive Officer for stepping into the role and supporting CALHN until the commencement of our new Chief Executive Officer early next year.</p> <p>The Interim CEO provided an overview of the report with highlights including our research strategy, draft clinical strategy and consumer strategy; the good progress made with access to care; and the ongoing recognition of CALHN's staff and services locally, nationally, and internationally.</p> <p>A verbal report was provided in relation to the changes to the Security of Critical Infrastructure (SoCI) legislation to improve overall governance with a detailed report to be provided to the board at a subsequent meeting. An update regarding the recent risk workshop undertaken with Executive Directors and Program Directors was provided and will be used to inform the upcoming Board risk session. Further detail will be provided to the Board along with the executive risk profile through the Audit and Risk Committee.</p> <p>ACTION: Add SoCI as an agenda item for a subsequent meeting.</p>	01

3.2	NSQHSS Accreditation Ready Always Plan	<p><i>The Acting Executive Director Clinical Governance and Director Safety & Quality attended for this item.</i></p> <p>An overview of CALHN's accreditation journey was provided. A summary of the changes made by the Australian Commission for Safety and Quality in Health Care (ACSQHC) to move towards mandatory Short Notice Accreditation Assessments was provided along with CALHN's plan to ensure we are accreditation ready, always and the Boards role in Clinical Governance. The board noted the 'mock' assessment conducted by Governance Plus in June 2023 to prepare CALHN for the new accreditation model.</p> <p>The Board thanked the team for their informative presentation and asked that we liaise with the Women's and Children Health Network regarding their recent experience and preparedness with Short Notice Assessment.</p> <p><i>ACTION: A/ED Clinical Governance to liaise with WCHN and provide any insights regarding Short Notice Assessments to the Clinical Governance Committee.</i></p>	02
3.3	CALHN Research and Clinical Strategies	<p><i>The Executive Director Operations and Performance and Director of Research attended for this item</i></p> <p>The Director of Research thanked Justin Beilby for launching the finalised research strategy on behalf of the Board during RAHsearch week (week commencing 16 October). The strategy sets out CALHNs closest partners in the Biomedical Precinct on North Terrace in a visual diagram and aligns very well with the clinical strategy. The inclusion of nursing and allied health research was well received.</p> <p>A Research Innovation and Implementation Committee has been newly established and is accountable for the implementation of the strategy, with governance arrangements to be confirmed.</p> <p>The Board acknowledged how well the timing was with the finalisation of the strategy and the feedback provided in relation to agenda item 5.4.</p> <p>The clinical strategy has undergone consultation with three roadshows across the organisation. Feedback is currently being incorporated into the document with an aim to release the final version in November and share both documents during the Annual Public Meeting in December.</p> <p>The Board thanked the Executive Director Operations and Performance and the Director of Research for their attendance.</p> <p><i>ACTION: Director of Research to ensure the governance arrangements for the implementation of the research strategy are formalised and reported to the Clinical Governance Committee.</i></p>	03
4 <i>Matters for Discussion/Decision</i>			
4.1	Finance Report	<p>The Executive Director Finance & Business Services presented the Finance Report (September 2023), including the forecast end of year result noting we are on target to achieving our annual plan.</p> <p>Improving the reporting of data against targets remains a work in progress with dedicated time being spent engaging in conversations across organisation.</p> <p>The Board acknowledged the leadership occurring in Finance and Business Services.</p> <p><i>ACTION: ED Finance & Business Services to meet with Associate Professor Peter Subramaniam to develop the "worked FTE" graph.</i></p>	04

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4.2	Financial Authorisation	The Executive Director Finance & Business Services spoke to this item with the Board approving the proposed changes to CALHN's Financial Authorisations increasing the CEO's contractual authority to execute contracts up to \$5,000,000.	
4.4	CALHN Performance Roadmap & Strategy Deployment	<p>The Interim CEO led the discussion of this item outlining the strategy deployment component of the operating model for CALHN ways of working had commenced during the 90 Day forum held in August. Operational system key performance indicators (KPI) have been identified across the domains with data sets currently being compiled to help set the specific targets for each KPI.</p> <p>CALHN Roadmap has subsequently been developed to connect our core stakeholder performance KPIs with our strategic projects with an aim to link the additional strategy deployment KPIs in the future (total of 12 KPIs).</p> <p>The Board requested more time to discuss in detail either at the next board meeting or as separate meeting with board members and the new CEO.</p> <p><i>ACTION: Interim CEO to arrange a time to discuss the CALHN ways of working in more detail with the board members when new CEO in place.</i></p>	05
4.5	Access to Care Taskforce	<p>The Executive Director Operations and Performance attended for this item to provide an update with board member Professor Justin Beilby.</p> <p>An update on the progress towards CALHN's six KPIs was provided noting progress with some of the KPI's is slower than others. We are on target to achieve our Length of Stay (LOS) target, noting that the long length of stay patients remain our biggest challenge. CALHN continues to work collaboratively with the system-wide ramping actions progressing a significant number of actions.</p> <p>The board approved the close out of six board recommendations and asked if an analysis of the LOS can be broken down without the long LOS patients.</p> <p><i>ACTION: ED Operations and Performance to include an analysis of LOS data with and without the long LOS patients.</i></p>	06
4.6	Adelaide Health Innovation Partnership (AHIP) Update	<p>The Adelaide Health Innovation Partnership progress report was noted by the board.</p> <p>Professor Justin Beilby provided an update highlighting the withdrawal of the Women's and Children's Health Network, with the remaining partners being UniSA, SAHMRI and CALHN.</p>	
4.7	Committee Reports	The Board noted the Committee reports.	
5	Matters for Noting		
5.1	Performance Report	The Performance Report was noted.	
5.2	Workforce Report	The Workforce Report was noted.	
5.3	Board Calendar 2024	The 2024 Board Calendar was noted.	

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5.4	SA Health and Medical Research Strategy	The SA Health and Medical Research Strategy report was noted. The CALHN submission in response to the SA Health and Medical Research Strategy was circulated in advance of the board meeting to allow the board members to provide feedback noting the due date of submission.	
5.5	Circular Resolutions	The Circular Resolution paper was noted.	
6	Executive Session	The Board held an Executive Session with the Interim CEO (for part of the session).	
7	Meeting Close		
7.1		<i>Meeting closed at 4:10pm The next planned board meeting is scheduled for the 6 December 2023.</i>	

Signed:



Mr Raymond Spencer, Chair

Date: 6 Dec 2023