

**LIMESTONE COAST LHN
GOVERNING BOARD
MEETING MINUTES**

Meeting Date: 30 November 2020 11:00am – 4:30pm

Location: Mount Gambier Hospital

Acknowledgement of Country
Limestone Coast Local Health Network acknowledges Traditional Custodians of Country throughout the region and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islander cultures; and Elders past and present.

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

Members: Ngaire Buchanan (NB) Kristen Capewell (KC) Dr Elaine Pretorius (EP) Paul Bullen (PB) Hannah Morrison (HM)
Angela Miller (AM) Ravinder Singh (RS) Sally Foster (SF)

Guests: Lisa Cockington (LCo), Manager Strategy & Innovation, Rural Support Service

Secretariat: Emily Baker, Senior Administration Officer, Governance & Planning

1.	IN CAMERA SESSION	
Item		Discussion
1.1		IN CAMERA SESSION – 11:00am – 11:30pm
2.	MEETING OPENING	
Item		Discussion
2.1	Acknowledgement of Country	GK provided the Acknowledgement of Country.
2.2	Apologies	An apology was provided for Hannah Morrison, Regional Quality, Risk & Safety Manager, LCLHN, and Ravinder Singh, Director of Corporate Services, LCLHN.

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2.3	Introduction	GK provided an introduction to the meeting of the Limestone Coast Local Health Network (LCLHN) Governing Board.
2.4	Director Conflict of Interest Disclosures	Nil Conflicts of Interest disclosed.
2.5	Confirmation of previous meeting minutes and actions	The minutes of the meeting held on 26 October 2020 were accepted as a true and accurate reflection of the meeting held and an update on actions was provided.
3.	BOARD CHAIR REPORT	
3.1	Report from Grant King, Board Chair	<p>The Governing Board Chair provided an overview of a recent combined meeting of the regional LHN Board Chairs and Chief Executive Officers (CEOs) to discuss the governance structure in place for the Rural Support Service (RSS), including the decision to implement an independent Board, with Barossa Hills Fleurieu Local Health Network (BHFLHN) as the host LHN, and for a skills based membership to be formed, with representation from each of the regional LHNs.</p> <p>An update was provided on key topics, including:</p> <ul style="list-style-type: none">• The recent signing of the Memorandum of Understanding (MOU) with Pangula Mannamurna Aboriginal Corporation and the desire of the LCLHN Governing Board to ensure consistent engagement with the Aboriginal and Torres Strait Islander communities• Uncertainty for the future of a Hospice at Home service for Mount Gambier, with the Mount Gambier Private Hospital and the Mount Gambier & Districts Health Advisory Council working collaboratively in an attempt to establish a system of governance for the project <p>The Governing Board Chair extended appreciation to the LCLHN team, for the work completed to date, to limit the impact of COVID-19 on service delivery for the Limestone Coast community, acknowledging the additional pressures of border restrictions for patients, staff and industry.</p>
4.	LIMESTONE COAST LHN REPORTS	
4.1	CEO Report a) General update	The Chief Executive Officer report was noted and progress updates were provided on key topics, including:

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		<ul style="list-style-type: none">• Confirmation of the closure of the medi-hotel in Mount Gambier, highlighting the proficient management of the site, no positive cases and the result achieved of zero infection control breaches during the time in operation• The deactivation of the LCLHN Incident Management Team (IMT) on site at the Mount Gambier and District Health Service (MGDHS) as of 27 November 2020 and the capacity to reactivate if required• The National Safety and Quality Health Service (NSQHS) accreditation visit, rescheduled as a result of the recent COVID-19 cluster in South Australia, now confirmed for the 3-4 December 2020, at the MGDHS. <p>An update was provided in relation to renovations of the Naracoorte Operating Rooms, scheduled to commence in January 2021 as a staged upgrade over 12-16 weeks, including plans to redirect procedures to Bordertown, Millicent and Mount Gambier operating theatres to minimise the impact on waitlist times.</p>
	b) Performance Reporting Summary September 2020	<p>The Chief Finance Officer provided a summary of key points from the September 2020 Finance Report, including:</p> <ul style="list-style-type: none">• The Year to Date (YTD) September financial position, reported to be \$500k unfavourable to budget• The End of Year (EOY) forecasted Net Adjusted Result (excluding revaluations), reported to be \$1.2m unfavourable to budget• Consideration for the allowable variance for COVID-19 expenses• The portion of the current deficit, attributed to depreciation, and the work progressing to negotiate an adjustment to the allocation for depreciation with the Department for Health and Wellbeing SA, for the current budget period• The reduced activity levels against target and work progressing to implement new auditing software to identify opportunities for improvement with coding accuracy <p>An overview was provided of the amended structure to the monthly Performance Reporting, including:</p> <ul style="list-style-type: none">• A brief summary of results, included reports and an overview of key priorities• Finance Scorecard• Portfolio Performance Report Finance Report

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		<ul style="list-style-type: none"> • Performance by Site Report, including high level commentary • Activity Summary, to display results by type and by site • FTE Summary, to display results by site • Health Unit Summary • Statement of Financial Position (Balance Sheet) • Debtors Reporting • COVID-19 Net Expenditure, to display results by site <p>The ability to improve reporting timeframes was noted, with the Performance Reporting Summary October 2020 circulated for Out of Session review.</p> <p>Work progressing to assess the current budgeted funding provision, against the actual cost, to ensure the continued delivery of safe and quality Residential Aged Care (RAC) services within the LCLHN was discussed, noting the increased operating costs associated with meeting recommendations from the Royal Commission into Aged Care and additional costs associated with implementing and managing COVID-19 directions.</p>
	<p>c) Key Performance Indicator (KPI) Summary September 2020</p>	<p>The Key Performance Indicator (KPI) Summary for September 2020 was noted.</p> <p>An update was provided on key topics, including:</p> <ul style="list-style-type: none"> • The impact of elective surgery restrictions, implemented in response to the COVID-19, on theatre waitlist timeframes • Progress made to improve the systems for recording and reporting of mandatory training • The current investigations into the increased rate of Lost Time Injury Frequency Rate (LTIFR) claims within the LCLHN <p>Site specific challenges relating to moving from having Quality, Risk and Safety (QRS) personnel at each site, to operating a centralised unit within the LCLHN, were discussed, including the anticipated increase in funding, with the devolvement of the QRS function within the RSS and the transition of these resources to the regional LHNs.</p>
<p>5.</p>	<p>ENGAGEMENT STRATEGIES</p>	
<p>5.1</p>	<p>Engagement Strategy Update</p>	<p>An update was provided on the Consumer, Carer & Community and Clinician & Staff Engagement Strategies, with confirmation provided the working group will recommence planning on 1 December 2020 and resume consultation in</p>

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		February 2021.
6.	GOVERNING BOARD COMMITTEE UPDATES	
6.1	Audit & Risk Committee Summary	<p>An update of the meeting of the Audit & Risk Committee on 26 October 2020 was provided.</p> <p>Progress updates were provided on key topics, including:</p> <ul style="list-style-type: none"> • An infrastructure and physical asset condition and fit for purpose audit, in progress across all LCLHN sites, to understand, and enable consideration to, potential impact on service provision • The improved reporting capabilities of the risk management software, Risk Console • The ongoing implementation of the Clinical Governance Framework, supporting the identification, reporting and escalation of emerging and current risks at the appropriate level • Establishment of a recommendations register to monitor progress with implementing changes, and towards the resolution, of recommendations • A review of the Auditor-General's Internal (Interim) Audit and the letter of recommendations provided to the LCLHN <p>The difficulties with attracting, recruiting and retaining consultants to fill the roster at the Mount Gambier and District Health Service (MGDHS) Emergency Department (ED), was discussed, including the desire for intermediate support to be provided from metro LHNs whilst a long term solution is implemented. The additional difficulties sourcing locums from metropolitan areas or from interstate, due to impact of COVID-19, was noted.</p> <p>RESOLUTION</p> <p>The Governing Board resolved to write to the Minister for Health and Wellbeing, expressing concerns regarding the risk to service provision for the LCLHN, and seeking support from the metropolitan LHNs in relation to staffing of the MGDHS Emergency Department.</p>
6.2	Clinical Governance Committee	An update of the meeting of the Clinical Governance Committee on 28

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	Summary	September 2020 was provided. Progress updates were provided on key topics, including countermeasures implemented to ensure medications are clearly labelled, stored and identified.
6.3	Finance & Performance Committee Summary	An update of the meeting of the Finance & Performance Committee on 30 November 2020 was provided. Progress updates were provided on key topics including the recent improvements made to reporting format, debt management processes and addressing system issues.
7.	LUNCH BREAK	
8.	TOPIC OF THE MONTH	
8.1	COVID-19: - Current Situation - Impact of Lockdown - New Actions & Learnings - Community Awareness & Response	The current situation with COVID-19, including the impact of lockdown, new actions and learnings and the community awareness and response was discussed, including the recent secondment of the LCLHN Nurse Consultant in Infection Prevention and Control, to support the state response for a period of six months.
9.	MATTERS FOR DISCUSSION	
9.1	Mount Gambier Private Hospital: - Progress with Internal Review - Progress with Theatre Report - Access, Efficiency & Utilisation	An update was provided on the progress of a review of the Mount Gambier Private Hospital (MGPH), by LCLHN subject experts, anticipated for completion in early December. It was noted that the delay for completion, originally anticipated in early November 2020, was due to the impact of the recent COVID-19 cluster in South Australia. The LCLHN Governing Board resolved to continue to investigate options for the provision of support to the MGPH and to maintain communication with the MGPH Board regarding progress made.
9.2	Keith & District Hospital: - LCLHN Revised Report	An update on the Keith and District Hospital (KDH) was provided including the confirmation that a revised report, providing options to support the health care needs of the Keith community into the future, had been progressed to the Minister for Health and Wellbeing for consideration.

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		The LCLHN Board resolved to continue the provision of support to the KDH, including work progressing to extend the current interim funding agreement, which would provide financial support until 30 June 2021.
9.3	LCLHN Board Reports	<p>The LCLHN Board Reports were discussed, including recent improvements made to the finance and performance reporting, and acknowledgment of the planned inclusion of Aboriginal Health reporting from January 2021.</p> <p>It was noted that the Governing Board would like to ensure that the format of performance reporting aligns to the Key Performance Indicators (KPIs) set out in the 2020-21 Service Agreement, between the LCLHN and the Department for Health and Wellbeing, SA, and that high level commentary pertaining to key issues continued to be included.</p>
10.	MATTERS FOR APPROVAL	
10.1	Establishment of a self-sufficient regional Orthopaedic service	<p>The establishment of a self-sufficient regional orthopaedic service was discussed, including the benefits to the community of a hub and spoke model, delivering services close to home, and the risk of disruption to the provision of orthopaedic services, in the Limestone Coast, if a robust succession plan was not pursued.</p> <p>RESOLUTION</p> <p>The Governing Board provided endorsement to initiate a step-wise introduction of a regional, resident staff specialist orthopaedic model for the Limestone Coast Local Health Network.</p>
11.	MATTERS FOR NOTING	
11.1	LCLHN Payment Performance Report October 2020	The LCLHN Payment Performance Report October 2020 was noted.
11.2	LCLHN Late Payments of Interest (LPI) October 2020	The LCLHN Late Payments of Interest (LPI) October 2020 were noted.
11.3	Audit & Risk Committee Minutes – 27 July 2020	The Audit & Risk Committee Minutes – 27 July 2020 were noted.
11.4	Finance & Performance Committee Agenda – 30 November 2020	The Finance & Performance Committee Agenda – 30 November 2020 was noted.

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11.5	Finance & Performance Committee Minutes – 26 October 2020	The Finance & Performance Committee Minutes – 26 October 2020 were noted.
12.	OTHER BUSINESS	
12.1	Any other business	The provision of a \$250k funding grant for the LCLHN, included in the 2020-21 Service Agreement, was noted for further discussion at the next meeting of the Governing Board in January 2021.
13.	SUMMARY AND CLOSE	
13.1	Next Meeting & location	Wednesday 27 January 2021, Mount Gambier
13.2	Meeting Close	2:45 pm
14.	BREAK	
15.	STRATEGIC PLANNING	
15.1	Strategic Planning Update	Lisa Cockington, Manager Strategy & Innovation, Rural Support Service, joined the meeting to facilitate a discussion regarding the LCLHN Strategic Plan 2021-23.