

Yorke and Northern Region Local Health Network Governing Board

Date: Wednesday 4th March 2020
Venue: Port Pirie Regional Health Service Board Room

| Item | Notes |
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| 1. Welcome | <i>John Voumard welcomed those present and acknowledged the traditional owners of the land. The meeting opened at 11.00am.</i> |
| 2. Present/Apologies | <p><u>Present:</u></p> <ul style="list-style-type: none"> • <i>John Voumard (JV)</i> • <i>Julianne Badenoch (JB)</i> • <i>Yvonne Warncken (YW)</i> • <i>Liz Malcolm (LM)</i> • <i>Vincent Bellifemini (VB)</i> • <i>Roger Kirchner (RK)</i> • <i>Leeanne Stringer (Executive Support) (LS)</i> <p><u>Apologies:</u></p> <ul style="list-style-type: none"> • <i>Glenise Coulthard (GC)</i> |
| 3. Conflict of Interest Declaration | <i>Nil.</i> |
| 4. Minutes of previous meeting | <i>The minutes of the previous meeting held 11 February 2020 were approved by consensus.</i> |
| 5. Action List | <p><i>The actions described from the previous meeting, 11.02.2020 are either complete, in progress or covered in the meeting agenda.</i></p> <p><i>The action list will be updated and distributed to all members as an attachment to the minutes.</i></p> |

| Item | Notes |
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| 6. Presentations/Visitors | <i>Nil</i> |
| 7. New proposals | <i>Nil</i> |
| 8. Matters for decision | |
| <i>8.1 Update: Mid North HAC Land Purchase Briefing</i> | <p><i>The briefing and the comprehensive information in relation to the previous advice received regarding the purchase of the land in Peterborough was discussed at length.</i></p> <p><i>Further discussion also occurred about the issues and concerns raised by members at the last Board meeting, particularly in line with the proposed strategic planning process due to be undertaken in the near future.</i></p> <p><i>It was suggested that further investigation be undertaken about the potential to negotiate a long term lease with DPTI, and that the funding may be better spent on addressing the issues with moving the power supply.</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> <i>Submit a request to DPTI to consider a long term lease for the proposed land. (RK. 01.04.2020)</i> <i>Explore options for relocation of the power supply. (RK. 01.04.2020)</i> |
| <i>8.2 Southern Flinders HAC - Laura A&E Upgrade planning request</i> | <p><i>The briefing was discussed and the proposal to undertake the planning phase only was endorsed. It was noted that the Board has yet to undertake strategic planning.</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> <i>Advise Laura EO/DON of approval to undertake the planning phase only for the Laura A&E Upgrade. (RK. 11.03.2020)</i> |
| 9. Matters for discussion | |
| <i>9.1 ICAC Report response -YNLHN Integrity Action Plan</i> | <p><i>The plan was noted.</i></p> <p><i>It was also noted that the Rural Support Service is leading the work associated with Specialist contracts on behalf of all country LHN's.</i></p> |
| <i>9.2 Finance & Performance Board Committee - Meeting Summary and Minutes (27.02.2020)</i> | <p><i>The draft minutes were noted.</i></p> <p><i>The projected over expenditure was noted.</i></p> <p><i>A summary page is being developed to provide an oversight of the Finance reports.</i></p> <p><i>The issue of late meeting papers was discussed, with agreement that only urgent papers will be accepted, as approved by the Chair of the Board and the Chairs of the Board Committees, with consultation with the CEO as required.</i></p> <p><i>Where late meeting papers are received, the Director Governance and Leadership, as Executive Support Officer, will forward to the relevant committee chair for consideration of addition as a late agenda item.</i></p> |
| <i>9.2.1 RHEP Payments</i> | <p><i>The response provided from YNLHN to the Dr. Hendrika Meyer, Clinical Director, Rural Deport Service, was noted.</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> <i>Response to be requested from Dr. Meyer about the outcome of proposed recommendations as described in the correspondence provided on 20.01.2020. (RK. 01.04.2020)</i> |

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| 9.3 Audit & Risk Board Committee - Meeting Summary and Minutes (27.02.2020) | <i>The draft minutes from the meeting held on 27.02.2020 were discussed and noted.</i> |
| 9.3.1 Maladministration discussion (23/1) | <p><i>Considerable discussion occurred about the processes in place for identifying instances, and potential instances of maladministration.</i></p> <p><i>It was clarified that there are numerous processes in place, including a range of Internal and External Audits, resources available in the RSS and the YNLHN Quality Management Team.</i></p> <p><i>It was agreed that further information is required about existing systems and processes to a gap analysis can be undertaken by the Board</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> • <i>Provide information about the resources available, and what audits are undertaken across the YNLHN. (RK. 01.04.2020)</i> |
| 9.3.2 Review of YNLHN Risk Register (27/2) | <p><i>Further work is being undertaken on the risk register, in line with the transition to Risk Console. Training is being planned.</i></p> <p><i>Discussion occurred about the need to finalise the Board work plan.</i></p> <p>ACTION:</p> <ul style="list-style-type: none"> • <i>Board work plan to be completed. (JV/LS. 01.04.2020)</i> • <i>Discuss the progression of the development of a clinical engagement strategy with the EDMS/Regional DONM and Director Community and Allied Health. (RK. 01.04.2020)</i> |
| 9.3.3 Staff suspension report (27/2) | <i>The report and improvements were noted.</i> |
| 9.3.4 WorkCover claims (27/2) | <i>The low level of claims was noted, which can be attributed to the outcomes achieved as a result of the legislation and the revised claims management model.</i> |
| 9.3.5 ICAC Referrals (27/2) | <p><i>The report was noted.</i></p> <p><i>Discussion occurred about the reporting process.</i></p> |
| 9.4 Aged Care Services Board Committee - Meeting Summary and Minutes (18.02.2020) | <p><i>The draft minutes from the meeting held on 18.02.2020 were discussed and noted.</i></p> <p><i>Liz Malcolm advised that work is being undertaken to refine reporting, however, this has been delayed by the impact of unannounced visits at YNLHN sites.</i></p> <p><i>The formal report for Jamestown advising of successful accreditation has been received and verbal advice has been received for Balaklava however final report is yet to be received</i></p> <p><i>There was an unannounced visit at Kara House last week. The initial report has raised concerns around the handling of a resident issue, and a detailed response is being compiled.</i></p> <p><i>The YNLHN Aged Care planning session is being planned at present. This work is being led by the Executive Director Nursing and Midwifery and the Executive Director Community and Allied Health Services.</i></p> <p><i>The number of vacancies at YNLHN RAC sites was noted, work is being undertaken to review this.</i></p> |
| 9.4.1 Smoke Free Transition-Aged Care facilities | <i>Work is continuing on formalizing the current arrangements regarding current and prospective clients. Practical measures have already been implemented and good local management plans have been put into place at all RAC who have smoking residents</i> |
| 9.4.2 Significant Risk Log – Aged Care | <i>It was noted that a Significant Risk Log has been developed, and will be provided to the Board through Diligent once the software becomes available in the near future.</i> |

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| 9.5 Clinical Governance Board Committee - Meeting Summary and Minutes (18.02.2020) | The draft minutes were discussed and noted. Work is well underway in preparation for Accreditation which commences on 1 April 2020. |
| 9.5.1 Mental Health | Dr. Brian McKenny has been invited to presenting to the committee about Mental Health Services. The capital bid for an Integrated Mental Health Inpatient Unit in the LHN has been submitted. |
| 9.5.2 Clinical Risk Report | Noted and discussed. |
| 9.6 Consumer and Community Engagement Board Committee – Meeting Summary and Minutes (19.02.2020) | The draft minutes were noted. YNLHN HAC Presiding Members are to be asked to nominate 2 representatives for this committee to ensure community feedback is provided. ACTION: <ul style="list-style-type: none"> Glenise Coulthard to be invited to attend the regular meetings between the HAC Presiding members; CEO and Board Chair (LS. 01.42.2020) COMPLETED. |
| 9.7 NYP Private Hospital - update | Refer to CEO report as circulated. |
| 9.8 YNLHN Budget and Service Agreement-update | Roger Kirchner provided an update about the current status of the 2019-20 Budget and Service Agreement. It was noted that correspondence was sent to the CE SA Health on 12.02.2020, with a response pending at this time. Roger Kirchner provided an overview of the presentation he and the Chief Finance Officer provided to the Under Treasurer and SA Health executives on 27.02.2020. Extensive discussion occurred about the service agreement and the comments provided by YNLHN Board members and Executive staff, regarding finance and chemotherapy services. Resolution: The Board resolved to sign the 2019-2020 the Service Agreement be signed with the exclusion of Schedule 4- Funding and Commissioned Activity. ACTION: <ul style="list-style-type: none"> Service Agreement to be signed, with the exclusion of Schedule 4 and returned to SA Health. (RK. 01.04.2020) |
| 9.9 Medical Services - update | It was noted that the locum model at Port Pirie and Wallaroo is working very well, with reduced complaints and positive feedback being received. Dr. Viney Joshi will commence as the YNLHN Executive Director Medical Services on 10.03.2020. Dr. Joshi brings a vast range of skills and experience to the role and will be a great asset to the YNLHN. The Board Chair and the CEO have held several meetings a number of General Practitioners in the LHN. |
| 9.10 Financial Reports | The reports were discussed in detail, with the variances and efficiency strategies noted. |
| 9.11 YNLHN Performance Report – January 2020 | The report was discussed and noted. |
| 9.11.1 LHN comparison KPI Report – January 2020 | The report was discussed and the variances between LHN's were noted. |
| 9.12 Health Advisory Councils | The Board Chair and CEO are meeting with the Presiding Members of YNLHN Health Advisory Councils on 17.03.2020 at 6.00pm. Regular meetings will then be arranged. The Board Chair and the CEO met with the Balaklava/Riverton Health Advisory Council on 27.02.2020 to discuss |

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| | <i>their plans to refurbish aged care rooms and the recent adverse publicity about theatre services at Balaklava.</i> |
| 9.13 Balaklava Hospital update | <p>Roger Kirchner provided an overview of the current status of the review of Balaklava Operating Theatre, with a final report to be provided at the next Board meeting.</p> <p>The Board Chair and the CEO are meeting with Geoff Brock MP in the near future to further discuss this issue.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Provide the Balaklava Operating Theatre review final report to the next Board meeting. (RK. 23.03.2020) |
| 9.14 Mental Health Services Plan | <p>The briefing prepared by Dr. Brian McKenny was discussed and noted.</p> <p>Dr. McKenny is scheduled to attend the Board meeting on 1 April 2020, and has been invited to attend the YNLHN Clinical Governance Board Committee meeting on 17 March 2020.</p> |
| 9.15 YNLHN Strategic Planning Workshop (20.03.2020) | <p>The workshop is being facilitated by Lisa Cockington, with all Board members and YNLHN Executive invited to attend. It was noted that Board members Liz Malcolm and Julianne Badenoch are not available to attend.</p> |
| 9.16 YNLHN Risk Management Workshop | <p>This workshop has been deferred until after Accreditation.</p> <p>It was agreed that this be conducted on the same day as the Board meeting scheduled on May 6th in Burra, with the Board meeting to commence at 8.30am.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Add fraud and maladministration to the agenda for the Board Risk Management Workshop. (LS. 01.04.2020) • Confirm arrangements for Risk Management Workshop on 6th May 2020. (LS. 01.04.2020) |
| 9.17 Diligent Training | <p>Discussion occurred about the options available for training, with group sessions preferred.</p> <p>Individual sessions are also available.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Provide further information about the sessions once confirmed. (LS. 01.04.2020) |
| 9.18 SA Health Nursing and Midwifery Excellence Awards. | <p>The finalist nominations from the YNLHN were noted and acknowledged.</p> <p>J. Badenoch and L. Malcom nominated to attend the Awards presentation. Y. Warncken to advise.</p> |
| 10. Matters for Noting | |
| 10.1 CEO Report – by exception | Discussed and noted. |
| 10.2 Chair's Update | |
| 10.3 Sundry Information | Nil |
| 10.4 Internal Audit Project Brief | The process was discussed and noted. |
| 11. Correspondence | |
| 11.1 SA Medical Education and Training Health Advisory Council | <p>Noted.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Information to be provided to Dr. Joshi and Dr. Gribble. (RK. 01.04.2020) |

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| 11.2 Wellbeing SA - YNLHN Population Health Fact Sheet | Noted. ACTION: <ul style="list-style-type: none"> • Provide information to Health Advisory Councils (LS. 11.03.2020) |
| 13. Meeting Evaluation | |
| 14. In Camera | Nil. |

Meeting closed at 2.35PM

Next meeting: 1st April 2020. Note that Liz Malcolm will be an apology for this meeting.

Location: Clare. Mental Health Offices. Lennon Street.

Agenda items due by 23rd March 2020.