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Flinders & Upper North Local Health Network Governing Board Meeting



Government of South Australia

SA Health

MINUTES

Date: Friday 30 October 2020
Time: 08:30 to 14:24
Venue: Port Augusta Hospital Board Room

MEMBERSHIP (<i>P = present, A = apology,</i>)			
<i>(BF) Bevan Francis</i> , Chairperson	P	<i>(SG) Suzy Graham</i> , Board Member	P
<i>(GB) Garnett Brady PSM</i> , Board Member	P	<i>(GM) Geri Malone</i> , Board Member	P
<i>(JL) John Lynch OAM</i> , Board Member	P	<i>(KR) Karyn Reid</i> , Board Member	P
<i>(MW) Mark Whitfield</i> , Board Member	P		
REGULAR ATTENDEE'S (<i>P = present, A = apology</i>)			
<i>(CP) Craig Packard</i> , Chief Executive Officer	P	<i>(LT) Lisa Taylor</i> , Director Governance & Performance	P
<i>(AM) Angela McLachlan</i> , Acting Chief Executive Officer	P		
EXECUTIVE ATTENDEE / INVITED GUESTS:			
<i>(LT) Lisa Taylor</i> , Director Governance & Performance	P		
APOLOGIES:			
Nil			
MINUTE TAKER:			
<i>(LT) Lisa Taylor</i> , Director Governance & Performance	P		
ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS	
1. MEETING OPENING:			
1.1	Acknowledgement	❖ Acknowledgment of Country	❖ Meeting opened at 08:30 with the Chair providing Acknowledgement to Country, Chair welcomed all present

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1.1.1	Agenda for Minister Wade	❖ Discussion with Minister Wade of provided agenda and briefing prior to Board meeting. Valuable discussion with Minister Wade occurred.	
1.2	Present and Apologies	❖ Nil Apologies	
1.3	In-Camera Board Discussion	❖ In camera session from 13:18 to 14:24	
1.4	Conflicts of interest Disclosure	❖ Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items	❖ Nil Conflicts to declare
1.5	Confirmation of minutes of the previous meeting	❖ Minutes from Board Meeting 25 SEPTEMBER 2020 tabled	❖ Accepted and Endorsed by all members present
1.6	Actions arising from previous minutes	❖ Review of each item listed on the Action / issues list	❖ Action log updated / Completed Actions removed and Archived
1.7	Presentation to the Board ❖ Governance and Performance Team Overview	❖ LT presented a very positive and well constructed overview of the Governance and Performance Portfolio, inclusive of employment within the LHN of all team members, current position outlines and priorities of team over the next twelve months.	
ITEM DISCUSSION POINT OUTCOMES/ACTIONS			
2. MATTERS FOR DECISION:			
2.1	2020-057 SA Health Policies	❖ Policies tabled, noted in session, no further action required	❖ Noted in Session
2.2	2020-058 State-wide Aged Care Strategy and oversight Committee	❖ Brief tabled for decision of relevant Board Committee strategy sits with	❖ Unanimous decision supports Oversight Committee sits with Board Clinical Governance Committee
2.3	2020-059 Nunyarra Funding Request	❖ Brief tabled for discussion. Requested further information from Nunyarra CEO Cindy Zbierski. Memorandum of Understanding (MOU) is being prepared and due for completion by end of November.	❖ MOU to be tabled at Board Meeting.

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2.4	2020-056 FUNLHN Service Agreement	<ul style="list-style-type: none"> ❖ Tabled for endorsement. Discussion around rebalancing figure and the total expenditure allocation not increased. ❖ Service Agreement not endorsed for signing without changes made 	❖ CP to escalate for necessary changes to occur before signing.
2.5	December 2020 Board Meeting Date	<ul style="list-style-type: none"> ❖ Tabled December meeting date, suggestion of earlier date due to Christmas period. ❖ All in agreeance for December meeting to occur via WebEx on 15 December 2020 with shortened specific agenda 	❖ LT to send invite out for 15 December 2020 Board Meeting
2.6	2020-060 FUNLHN Purpose and Vision Statement	<ul style="list-style-type: none"> ❖ Tabled for endorsement as presented 	❖ Endorsed in session
ITEM			
DISCUSSION POINT		OUTCOMES/ACTIONS	
3. STRATEGIC DISCUSSIONS			
3.1	Innovations	<ul style="list-style-type: none"> ❖ Discussed Innovations occurring within the LHN of all disciplines and information being provided to the board 	❖ Separate Innovation report to be provided to the board each meeting
3.2	Aboriginal Health	<ul style="list-style-type: none"> ❖ Discussion held around ongoing sustainable funding for Aboriginal Health programs 	
3.2.1	Aboriginal Health Report	<ul style="list-style-type: none"> ❖ Report tabled, ❖ Discussion on services within the footprint of the LHN provided by other third party providers 	
3.3	Draft Annual Strategic Program Calendar 2021	<ul style="list-style-type: none"> ❖ Draft calendar discussed as a live document, changes can be made as required during year 	❖ Draft document accepted
ITEM			
DISCUSSION POINT		OUTCOMES/ACTIONS	
4. BOARD COMMITTEE REPORTS			
4.1	Consumer and Community Engagement Committee	<ul style="list-style-type: none"> ❖ Verbal Report provided 	

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4.2	Finance & Performance Committee	<ul style="list-style-type: none"> ❖ Summary Report provided out of session ❖ Clinical Documentation Specialist position discussed identifying the benefits and briefing to continue supporting positions at a reduced FTE. Recommendation made to the CEO ❖ Acting Chief Finance Officer(ACFO) performing very well, providing relevant information to the committee ❖ ACFO tasked with providing report to next meeting on the financial position if all vacancies were filled in the LHN 	
4.3	Audit & Risk Committee	<ul style="list-style-type: none"> ❖ Nil report provided, next Committee meeting 13 November 2020 	
4.4	Clinical Governance Committee	<ul style="list-style-type: none"> ❖ Summary Report Presented noted typing error on page 98 of agenda pack summary ❖ Update provided on Medical Workforce Strategy Workgroup. Concerns raised regarding roster coverage. Discussions held around standard approach and future focus of being more sustainable. Face to face forum being arranged for November. Proposal tabled to workgroup discussed briefly, being presented to A/CEO for approvals 	
ITEM		DISCUSSION POINT	OUTCOMES/ACTIONS
5. MATTERS FOR INFORMATION AND DISCUSSION			
5.1	Chief Executive Officer Report	<ul style="list-style-type: none"> ❖ Report tabled for information. ❖ Acting CEO AM commended for exemplary report provided 	<ul style="list-style-type: none"> ❖ Noted
5.2	Flinders & Upper North LHN Performance Report	<ul style="list-style-type: none"> ❖ Discussion around item 14 CHSP activity, explanation provided as underachieved due to staffing shortages 	<ul style="list-style-type: none"> ❖ Board requesting further information around staff shortages and intent to fill vacancies
5.3	Quality Risk and Safety Quarterly Report	<ul style="list-style-type: none"> ❖ Nil report tabled 	
5.4	Work Health and Safety Quarterly Report	<ul style="list-style-type: none"> ❖ Report tabled with detailed information 	

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5.4	WHS Report	❖ In-depth report tabled with no concerns raised	
5.5	Waste Management Plan	❖ Summary report and action plan tabled ❖ Noted looking good so far, looking forward to seeing more detail once various tasks undertaken	
5.6	Zero Based Budget Update (Bi-Annual July/December)	❖ Nil Report tabled	
5.7	Third Party Contracts	❖ Finance and Performance Chair, JL, provided an in depth summary of responses to request for clarification around Third Party Contracts. The Board recommend Management meet with Third Party contract holders to prioritise all reporting matters previously raised including the current contract extensions to an agreed date (end of current financial year) to allow security for their staff retention and for FUNLHN to determine a set of KPI's for all contracts that they will provide for their input and response.	❖ Management to meet with third party contract holders to prioritise all reporting, including contract expiries

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5.7	Third Party Contracts	<ul style="list-style-type: none"> ❖ The Board discussed a proposal for RFDS to establish a Centre of Excellence for Rural and Remote Health Port Augusta - a Rural Generalist Service and Training Centre. The document included a reference to FUNLHN providing a letter of support however Management were not able to identify nor advise who gave that commitment. In light of this matter which was met with the Board's In Principle support, they believe it is a matter that we as the LHN should be leading the collaboration / partnership with other parties and recommended Management approach RFDS along those lines. Board consider this topic appropriate for GM to be included, not perceived as a conflict, which has been recorded on the LHN register. 	<ul style="list-style-type: none"> ❖ FUNLHN to determine a set of KPI for all contracts ❖ Management to approach RFDS re LHN leading collaboration / partnership with other parties
5.8	Draft Consumer Engagement Strategy Framework	<ul style="list-style-type: none"> ❖ Draft Framework presented, discussion around length of document. KR discussed development by consultants of a two page placemat as a concise summary of the full document. ❖ Discussion of statements being provided by native title owners and readiness for release of framework. If Native Title Holders cannot all respond in time. Glenise Coulthard Director Aboriginal Health will provide a statement from the Aboriginal Experts by Experience instead. ❖ Discussion around Youth Health Advisory groups and engaging with them ❖ Discussion on innovation of how youth see the world and promoting/attracting high school students to encouraging recruitment in the LHN 	<ul style="list-style-type: none"> ❖ Manager Community Engagement to be tasked with engaging Youth Advisory group in 2021 to recruit young people in the LHN

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5.9	Development of a SA Health Aged Care Strategy – Draft Governance guiding principles for governing Board Members discussion	<ul style="list-style-type: none"> ❖ Strategy tabled, requested for LHN board to provide considerations for “principles for development”. Suggested responses provided by executive ❖ Discussed consumer input for the project by Department Health & Wellbeing 	❖ Out of session suggestions to be provided by 6 November 2020
5.10	ACHS Accreditation Timetable	❖ Timetable presented for upcoming ACHS Accreditation in December.	
ITEM			
DISCUSSION POINT		OUTCOMES/ACTIONS	
6. CORRESPONDENCE FOR NOTING			
6.1	FUNLHN CEO Acknowledgement to Country	❖ Information circulated out of session	
6.2	Acknowledgement letter to FUNLHN Staff member returning from Victoria COVID Response	❖ Information circulated out of session	
6.3	HAC PM’s Correspondence – Australian Remote Academy Project (University of Adelaide)	❖ Information circulated out of session	
6.4	Correspondence to Minister Wade – Commissioning and Allocation Funding	❖ Information circulated out of session	
6.5	Crown Solicitors Office – Reimbursement of Legal Fees	❖ Information re-circulated out of session as requested from previous meeting	
6.6	CEO Bulletin – Guideline for Public Servant Gifts and Benefits	❖ Information circulated out of session	
6.7	Commissioning and Funding Program Board Presentation	❖ Information circulated out of session	
6.8	Response to V Chapman – Draft termination if Pregnancy Bill	❖ Information circulated out of session	
6.9	CEO Update SA Health Awards	❖ Information circulated out of session	
6.10	Response Correspondence Termination of Pregnancy – Hon Dan van Holst Pellekaan	❖ Information circulated out of session	
6.11	Improved Payment Arrangements Budget Measure	❖ Information circulated out of session	

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ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS	
7. MEETING FINALISATION			
7.1	Any other Business		
7.1.1	Strategic Plan Pillars	❖ LT tabled request to send out of session the Final draft of the Strategic Plan Pillars with recommendation for out of session endorsement and recommendations of change to strategies and indicators prior to going to consultants.	❖ Document and Summary to be provided out of session for endorsement and recommendations
7.1.2	Mental Health Nurse	❖ Mental Health Lived Experience discussions occurring 11 November with manager Community Engagement	❖
7.2	Meeting Scheduling	❖ Discussed alternating sessions as Webex and face to face. Importance raised on vision of sites interacting with Board. Explored options of Webex/VC for board members residing in metropolitan area and travel to regional areas.	❖
7.3	Meeting Evaluation	❖ Discussion around collection of information and what the benefits were. Discussion of could it be done better, are we asking the right questions.	❖ Board Chair to schedule individual meeting with each Board member to discuss
MEETING CLOSED: 14:24			
NEXT MEETING: DATE: Friday 27 November 2020 TIME: 9am to 1pm			

Signed: Bevan Francis, Board Chair



Date: 27 November 2020

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