

BOARD MINUTES

Board meeting date: 29 July 2019 11:15am – 3:15pm
 Location: ED Training Room, Mount Gambier & Districts Health Service

Acknowledgement of Country *We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respect to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia present here.*

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

Attendees: Ngaire Buchanan (NB) Chief Executive Officer, Limestone Coast Local Health Network
 Paul Bullen (PB) Executive Director of Nursing & Midwifery, Limestone Coast Local Health Network
 Kristen Capewell Chief Finance Officer, Limestone Coast Local Health Network
 Paul Harris (PH) Financial Business Adviser, Limestone Coast Local Health Network
 Hannah Morrison (HM) Regional Quality, Risk & Safety Manager, Limestone Coast Local Health Network
 A/Prof Robert Pegram (RP) Executive Director of Medical Services, Limestone Coast Local Health Network
 Peta-Maree France (P-MF) Director People & Culture, Limestone Coast Local Health Network
 Kathryn Edwards (KE) Director Aboriginal Health, Limestone Coast Local Health Network
 Jemima Kemp (JK) Senior Communications Adviser, Limestone Coast Local Health Network

Secretariat: Angela Miller (AM) Secretariat, Limestone Coast Local Health Network

Apologies: Nil

10:30 – 11:15	MORNING TEA	
	<p>A morning tea was held to commemorate the first Board Meeting of the Governing Board of the Limestone Coast Local Health Network prior to the Board Meeting at Mount Gambier & District Health Service.</p>	

1.		MEETING OPENING	
Item			Discussion
1.1	1.1.1	Official Welcome to Country	KR provided the official Welcome to Country
	1.1.2	Apologies	Nil
	1.1.3	Introduction	GK provided an introduction to the first formal Board Meeting of the Limestone Coast Local Health Network Governing Board and the importance of inviting and being accessible to key stakeholders and the wider community.
1.2		Director Conflict of Interest Disclosure	Nil conflicts of interest disclosed
1.3	1.3.1	Minutes of Previous Meeting	Nil
	1.3.2	Proclamation	The Health Care (Local Health Networks) Proclamation 2019 including the formal name change from South East Local Health Network to the Limestone Coast Local Health Network as gazetted on 27 June 2019 was noted.
	1.3.3	Confirmation of Circular Resolutions & 1 July 2019 Approvals	
		a) Circular Resolution CEO Appointment	The Circular Resolution CEO Appointment, Transfer of Executive Employment Contract to Health Care Act 2008 and confirmation of Board majority approval on 1 July 2019 was confirmed as approved on 1 July 2019.
		b) Circular Resolution Financial Delegations	The Instrument of Authorisation and Circular Resolution Financial Delegations from the Minister for Health and Wellbeing to the Governing Board of the Limestone Coast Local Health Network were confirmed as approved on 1 July 2019 as were the delegations to the Chief Executive Officer (CEO) of the Limestone Coast Local Health Network.
		c) FOI Instrument of Designation	The Freedom of Information (FOI) Instrument of Delegation for the determination of FOI requests for the Limestone Coast Local Health Network was noted as approved 1 July 2019.

1.3.4	<p>d) Letter of Agreement – Recognition of CHSA Credentials</p> <p>Employing Authority (Human Resources) Delegations</p>	<p>The Letter of Agreement – Recognition of CHSA Credentials were noted as approved on 1 July 2019 by CEO, Ngaire Buchanan.</p> <p>ACTION: RP to provide the new Terms of Reference for the Credentialing Committee to the Governing Board for review.</p> <p>ACTION: PB to confirm credentialing process for the Aboriginal and Torres Strait Islander (ATSI) workforce, specifically the ATSI Health Practitioner role.</p> <p>The Employing Authority (Human Resources) Delegations were noted as approved by CEO, Ngaire Buchanan, on 1 July 2019 with an amendment to the Local Health Network to reflect the change of name from South East Local Health Network to Limestone Coast Local Health Network Incorporated.</p>
<p>2. MATTERS FOR APPROVAL</p>		
2.1	<p>2.1.1 Adoption of DHW Risk Appetite Statement</p> <p>2.1.2 Adoption of Board Charter Volume 1</p> <p>2.1.3 Adoption of former CHSA Policies, Procedures & Protocols</p> <p>2.1.4 Adoption of former CHSA Strategic Risks</p>	<p>The DHW Risk Appetite Statement as per Minute from Chris McGowan, Chief Executive for the Department for Health and Wellbeing (DHW) was noted by the Governing Board. Confirmation that the CEO of the Limestone Coast, in consultation with the Governing Board, will be responsible to set the risk appetite for the LHN in alignment with the appetite set by the System Manager was further noted.</p> <p>ACTION: Confirmation required as to when the development of the Risk Appetite Statement by the LHN is required.</p> <p>The adoption of the Board Charter Volume 1 was noted.</p> <p>The adoption of former CHSA Policies, Procedures and Protocols was approved by Board consensus. The review status of the policies, procedures and protocols was discussed and confirmation was provided by the LHN that an internal review is underway and is being prioritised by review date.</p> <p>The adoption of former CHSA Strategic Risks was approved by Board consensus.</p> <p>ACTION: HM to provide information relating to the decision to have key strategic risks adopted by the LHN and the reasons for the ratings and severity of each risk and why those were put forward.</p>

3.		MATTERS FOR DISCUSSION	
3.1	3.1.1	Review of Board Charter Volume 2	<p>The draft Board Charter Volume 2 was discussed and will be reviewed and updated in conjunction with the Terms of Reference (TORs) for each of the appointed Board Committees.</p> <p>ACTION: Standing invitations to each Board meeting are to be updated in the Board Charter Volume 2 and invitations extended to include the Executive Director of Medical Services, the Regional Quality Safety & Risk Manager and the Senior Communications Adviser</p> <p>ACTION: Update to be provided on the procurement of the secure online workspace, Diligent</p> <p>ACTION: Update draft Board Charter Volume 2 with Committee Chairs & memberships</p>
	3.1.2	Appointment of Board Committees a) Finance & Performance b) Audit & Risk	<p>Board Committees for Finance & Performance, Audit & Risk and Clinical Governance were confirmed and agreed with a link to all 3 committees through the CEO. Board members will be present on 2 committees each; the following Chairs, members and meeting frequency for each committee were confirmed:</p> <p>a) Finance & Performance Chair: John Irving Members: Grant King, Lindy Cook, Chief Finance Officer Meeting Frequency: Quarterly</p> <p>b) Audit & Risk Chair: Glenn Brown Members: John Irving, Dr Andrew Saies, Regional Quality, Risk & Safety Manager, an external consultant/member Meeting Frequency: Quarterly</p>

	<p>c) Clinical Governance</p>	<p>c) Clinical Governance Chair: Dr Andrew Saies Members: Dr Anne Johnson, Kerri Reilly, Glenn Brown, Executive Director of Nursing & Midwifery, Executive Director of Medical Services Meeting Frequency: Quarterly</p> <p>A working party to support the development of the Consumer and Community Engagement and the Clinician Engagement Strategies will be formed with representation by the following Board Members and Limestone Coast Local Health Network roles:</p> <p>Chair: Dr Anne Johnson Members: Grant King, Lindy Cook, Kerri Reilly, Regional Quality, Risk & Safety Manager, Executive Director Community & Allied Health, Director of Aboriginal Health, Senior Communications Adviser, Executive Director of Medical Services and consumer representation.</p> <p>ACTION: Terms of Reference for Finance & Performance, Audit & Risk and Clinical Governance to be standardised, individualised and amended to reflect agenda and information sharing between committees.</p> <p>ACTION: Draft Terms of Reference for Consumer & Community Engagement to be sent to Dr Anne Johnson.</p> <p>ACTION: A calendar for Board and Committee meetings for the next 12 months to July 2020 to be created</p> <p>A review of the current performance reporting was undertaken and the opportunity to adapt the SA Health Performance Summary Framework to provide a headline report</p>
3.1.3	<p>Performance Reporting a) Review</p>	

		b) SA Health Performance Framework	<p>and executive summary to the Governing Board including analysis and impact of non-performance of KPIs was discussed.</p> <p>ACTION: A review of performance reporting to be undertaken including the headline reports for finance & safety & quality</p> <p>ACTION: Updated Service Level Agreement detailing what is required to be reported to be provided to the Governing Board</p>
3.1.4		LCLHN Transition and Readiness Priorities	<p>The progress and transition for organisational readiness across the Governance & Leadership, Quality & Safety, People & Culture and Finance domains were discussed.</p>
3.1.5		LCLHN Quality, Risk & Safety Report	<p>Regional Quality, Risk & Safety (QRS) Manager, Hannah Morrison, provided an insight into current operational practice relating to QRS systems and QRS data. An overview of regional patient care and safety processes, Clinical Audit, Consumer Feedback, Quality Improvement and Risk was also provided.</p> <p>ACTION: As per action 3.1.3, a review performance reporting is to be undertaken including the headline reports for finance, performance & safety & quality.</p>
5.		LIMESTONE COAST LHN REPORTS	
5.1	5.1.1 5.1.2	Governance Reform Update CEO Report a) General Update	<p>An update on the transition to Local Health Networks and the Rural Support Service (RSS) was provided by the CEO and a smooth transition was noted. The RSS is co-led by Ms Debbie Martin, Executive Director (RSS) and Dr Hendrika Meyer (Chief Clinical Advisor), The RSS Management Oversight Group will be chaired by Ms Rosie Batt (AICD).</p> <p>An update was provided noting that all LHN Service Agreements are currently under review.</p> <p>An adaption of the LHNs Management Operating System (MOS) was delivered in the CEO Report covering the key focus areas and priorities</p> <p>IN CAMERA SESSION: 2:48 PM to 2:55 PM</p>

	<ul style="list-style-type: none"> b) Service Agreement LCLHN & Statewide Clinical Support Services c) Keith <p>5.1.3 Funding & Peer Grouping Presentation</p> <p>5.1.4 Accreditation</p> <ul style="list-style-type: none"> a) National Safety & Quality Health Service (NSQHS) Standards b) Aged Care c) National Disability Insurance Scheme (NDIS) 	<p>ACTION: A communication to staff and public to be drafted noting the positive impact on consumers regarding the bandwidth upgrade at Penola, Millicent & Mount Gambier (and across the LHN in September).</p> <p>The Service Agreement between the Limestone Coast Local Health Network and Statewide Clinical Support Services and the mutual understanding of expectations and performance for the period 1 July 2019 to 30 June 2020 was noted.</p> <p>A verbal update on the Keith Hospital was noted along with confirmation of funding.</p> <p>Funding and Peer Group PowerPoint presentation was facilitated by Paul Harris, Financial Business Adviser (FBA) including the budget process and overview.</p> <p>ACTION: Provide updated HPA draft 2019-20 to Board</p> <p>ACTION: PH to email budget allocation concerns to LCLHN CEO.</p> <p>The Limestone Coast Local Health Network (LCLHN) plan relating to the National Safety and Quality Health Service (NSQHS) Standards accreditation and the Use Guide for Governing Bodies was noted. Confirmation was provided that accreditation will take place from 2 – 6 December 2019.</p> <p>The LCLHN plan relating to Aged Care and associated Aged Care Quality Standards were noted. Accreditation will take place in each Aged Care site as they are due and unannounced visits will be undertaken to monitor the implementation of new standards. An unannounced visit occurred in Millicent on 17 July 2019.</p> <p>The LCLHN plan relating to the National Disability Insurance Scheme (NDIS) Practice Standards was noted. Accreditation has been scheduled for September 2019.</p>
--	---	---

6.		TOPIC OF THE MONTH	
6.1	6.1.1	Limestone Coast LHN Engagement Strategies	<p>A decision to move item 6.1.1 Limestone Coast LHN Engagement Strategies to the Board meeting scheduled for 2 September was made, a working group will be formed in the interim to commence the development of the Consumer & Community Engagement Strategy and the Clinician Engagement Strategy.</p> <p>ACTION: Include LHN Engagement Strategies on 2 September agenda</p> <p>ACTION: Coordination of working group to support LHN Engagement Strategies</p>
7.		MATTERS FOR NOTING	
7.1	7.1.1	Statewide Consumer & Community Engagement Strategic Framework	The Statewide Consumer & Community Engagement Strategic Framework was confirmed as being read and understood.
	7.1.2	Smoke Free Transition for Country Health Aged Care	<p>The Minute from the Minister for Health & Wellbeing regarding Smoke Free Transition for Country Health Aged Care was noted; a decision to review this in more detail at meeting 2 September was agreed.</p> <p>ACTION: Allocate time to review Smoke Free Transition for Country Health Aged Care at 2 September meeting</p> <p>ACTION: A report to be provided noting the complexities of implementation throughout the LHN</p>
	7.1.3	Signed By-Laws	The Signed By-Laws were noted as read and understood.
	7.1.4	Declared Employer for Public Sector	The Declared Employer for the Public Sector Employees – Fair Work Act (General) Regulations 1994 (SA) was noted
	7.1.5	Dr Brian Norcock Email re Workforce Issues	<p>The correspondence from Dr Brian Norcock regarding regional and rural GPs was noted.</p> <p>ACTION: Response from the Chair to Dr Brian Norcock to be drafted including an invitation for his involvement in the whole of LHN issue.</p>
	7.1.6	Rural Support Service Briefing Paper	The Rural Support Service (RSS) Briefing paper was noted.
	7.1.7	Aged Care Bank & Investments Accounts – Communication Plan	The Aged Care Bank & Investments Accounts Communication Plan and balances was reviewed, a decision was made to discuss this in further detail at meeting 2 September 2019.

7.1.8	Procurement of Legislative Compliance Service	<p>ACTION: Allocate time to review Aged Care Bank & Investments Account Communication Plan and balances at meeting 2 September 2019</p> <p>The procurement of Legislative Compliance Products through 'Law Compliance' was noted, further clarity is required as to the cost per annum and the specific support received.</p> <p>ACTION: Confirmation of Law Compliance cost and service provision to be sought</p>
7.1.9 7.1.10	Public Interest Disclosure Act 2018 Instrument of Procurement Authorisation	<p>The Public Interest Disclosure Act 2018 was noted.</p> <p>The Instrument of Procurement Authorisation and related Minute was noted.</p>
8.	SUMMARY AND CLOSE	
8.1	Meeting Evaluation	<p>N/A</p> <p>The requirement for all Board Members to complete the WHS Defined Officer Training within 3 months of 1 July was noted</p> <p>ACTION: Instructions and link to WHS Defined Officer Training via online training platform to be provided.</p>
8.2	Next Meeting & location	Monday 2 September 2019, Naracoorte Health Service.
8.3	Meeting Close	3:55 PM