



MINUTES

Flinders & Upper North Local Health Network Board Meeting

Date Friday 22 November 2019

Time 9.00am – 1.00pm

Venue Port Augusta Hospital

Board Members in Attendance: Bevan Francis, Suzy Graham, Geri Malone, Karyn Reid, Garnett Brady, John Lynch
Craig Packard A/CEO, Lisa Taylor A/Director Governance & Performance.

Apologies: Mark Whitfield, Lyn Poole RDWA

Guest: Glenise Coulthard – Director of Aboriginal Health

Minute Taker: Lisa Taylor, Acting Director Governance & Performance

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1. MEETING OPENING		
1.1 Acknowledgement	❖ Acknowledgment of Country	Given by Chair
1.2 Apologies	❖ Mark Whitfield ❖ Lyn Poole (Invited guest)	
1.3 In-Camera discussion		
1.4 Interests and conflicts of interest declarations	❖ Updated log presented and noted	❖ Membership updated as requested for Suzi Graham and John Lynch
1.5 Minutes of the previous meeting	❖ Tabled	❖ Accepted

1.6 Action / Issue List	❖ Review of each item listed on the Action / issues list	❖ Action log updated
2. PRESENTATIONS TO THE BOARD		
2.1 Glenise Coulthard	❖ Presentation to the board from the recent Flinders Fun Day	❖ Noted
3. MATTERS FOR DECISION		
3.1 Attestation Statement	❖ Quality Manager Lyndell Eckert to present to next board meeting in Whyalla	❖ Quality Manager to present at next board meeting with processes in place to ensure occurring prior to signing agreement
3.2 Service Level Agreement (SLA)	<ul style="list-style-type: none"> ❖ Discussed at length, no response to date from letter to Dr Chris McGowan, Executive Management working through agreement. No leniency for not meeting budget. ❖ No commitment to sign off on financials ❖ Angela McLachlan & Craig Packard working on Service Level Agreement ❖ Contract meeting with Lyn Cowan ❖ Budget favourable at end of September ❖ Vacant position pressures to still come 	❖ Executive Management working through agreement and will advise the board
4. MATTERS FOR INFORMATION AND OR DISCUSSION		
4.1 Chief Executive Officer Report	<ul style="list-style-type: none"> ❖ Report tabled for information ❖ Negotiations in place for Medical Service in Hawker ❖ Discussion of medical services across region in the future ❖ Fee for Service Agreement ❖ Fee for Service Audits ❖ QEH Surgeons Cover 	<ul style="list-style-type: none"> ❖ Noted ❖ Spreadsheet identifying contract due dates by priority ❖ Fee for Service audits on agenda to occur ❖ Investigate Coverage and provide risk profile

4.2 Flinders & Upper North LHN Performance Report	❖ Report tabled for information	❖ Check accuracy of figures ❖ Any identified under performing KPI's to have commentary provided ❖ Investigate how billing works
4.3 Quality Risk and Safety Quarterly Report	❖ NDIS ❖ No quarterly report this month	❖ n/a
4.4 Work Health and Safety Quarterly Report	❖ No quarterly report this month	❖ n/a
4.5 Board Rep to GP Work Group	❖ Overview provided by Karyn Reid and potential of a board member sitting on this committee	❖ Invite Dr Bethel and Ann O'Rielly to board meeting to present compounding issues & discuss a regional approach to this committee early 2020
5. BOARD COMMITTEES		

<p>5.1 Consumer and Community Engagement Committee</p>	<ul style="list-style-type: none"> ❖ Verbal update provided, next meeting 6th December 2019, ❖ Mental health lived experience to attend next meeting to address their briefing paper ❖ Karyn & Garnett have and will continue to make presentations on Board CCE Governance and links to operational CCE ❖ Consultation on the final draft statewide CCE Strategy – too short for any committee/community consultation ❖ PA, RD&W HAC PM preparing a report on transport across the region from consumer access perspective- will present At ten Board CCE Committee in due course ❖ Minutes of this committee to come to the Board for noting and also a summary report with risks/opportunities ❖ Consultation on how to engage with the community, forms developed at the department, use as a base to develop regionally 	<ul style="list-style-type: none"> ❖ Karyn Reid to send presentation to Lisa Taylor to forward to all board members ❖ An organisational process will be developed to work through regional draft CCE Strategy between January and July 2020 ❖ Lisa Taylor to follow up Mental Health Lived Experience personnel ❖ Karyn Reid to work with Craig Packard to develop a letter of response to the DHW Q&S Unit ❖ Lisa to include these minutes for next Board meeting
<p>5.2 Finance & Performance Committee</p>	<ul style="list-style-type: none"> ❖ Update Provided ❖ Budget favourable at end of September ❖ Pool funds placed in regional bucket ❖ Cost pressures with extra Doctor in Port Augusta ❖ FUNLHN Category 1 and monitored ¼ rly ❖ Hold line regarding position vacancy to ensure no loss of budget ❖ Cost pressures ❖ Property Maintenance – the need for a zero based budget for property maintenance was further discussed. 	<ul style="list-style-type: none"> ❖ Noted ❖ Brief to Lyn Cowan regarding cost pressures ❖ Revised cost pressures paper to board for December meeting

5.3 Audit & Risk Committee	<ul style="list-style-type: none"> ❖ Update provided on the difficulty associated with setting meeting up with availability of Independent Chairperson. Given the importance of this committee, the initial meeting needs to be held ASAP with times that suit board member participants. 	<ul style="list-style-type: none"> ❖ Craig Packard to Contact Audit and Risk Chairperson to ascertain his availability in this role given other commitments. Should he be unavailable to commit fully, an alternate Chair should be recommended back to the board.
5.4 Clinical Governance Committee	<ul style="list-style-type: none"> ❖ Update provided, first meeting Thursday 21 November. ❖ Credentialing discussed across the region ❖ Discussed providing minutes to the board for all sub committees ❖ Meeting Schedule discussed 	<ul style="list-style-type: none"> ❖ Noted ❖ Craig Packard to discuss with Dr Nes Lian-Lloyd the process of credentialing and report back to board at January meeting ❖ Minutes to be tabled at board meetings ❖ Geri Malone to work with Lisa Taylor to schedule meetings bi-monthly
6. CORRESPONDENCE FOR NOTING		
6.1 Letter to Lyn Cowan	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.2.1 Letter to ED Medical Services	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.2.2 Letter to ED Nursing Midwifery	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.3 Accreditation Period Confirmation	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.4 Public Interest Disclosure Guidelines	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.5 NSQHS User Guide for Governing Bodies	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖ To be addressed at the strategic planning day
6.6 2019 State of the Sector Final	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖
6.7 Parliamentary Inquiry into workplace Fatigue & Bullying in SA Hospital's & Health Services	<ul style="list-style-type: none"> ❖ Discussed fatigue and ensuring workplace is safe, ensure staff are not intimidated 	<ul style="list-style-type: none"> ❖ Develop Action plan with leadership against paper
6.8 MMAL	<ul style="list-style-type: none"> ❖ Noted 	<ul style="list-style-type: none"> ❖ Provide any trends to the board

6.9 Letter to CE regarding Service Level Agreement	❖ Noted	❖ Craig to provide copy to board members
6.10 Rural Workforce Strategy	❖ Noted – Figures are now correct	❖
7. MEETING FINALISATION		
7.1 Any other Business 7.1.1 Chairs Meeting with the Minister	<ul style="list-style-type: none"> ❖ Discussed Public administration, public integrity and financial management ❖ Governance Reform – Discussed Consumer / Clinician Engagement Strategies ❖ Department Interactions with LHN's discussed paper being prepared by the department ❖ Country National Efficient Price (NEP) – discussed acknowledgement by the minister and relief provided to county in the future ❖ Indigenous Leadership – Department wish to identify potential leadership candidates 	❖ Board Chair to forward draft minutes to board members
7.1.2 Policies and Procedures 7.1.3 FUNLHN Board position 7.1.4 Staff BBQ's Whyalla 17 th December – Port Augusta 19 th December 7.1.5 Health Advisory Council Incorporation (HAC)	<ul style="list-style-type: none"> ❖ Discussed at length and responsibilities and accountability on board ❖ Discussed increasing membership to include a Medical Officer on board ❖ Discussed ❖ Whyalla HAC not yet incorporated, Cost pressures associated with this 	<ul style="list-style-type: none"> ❖ Action plan to develop listing of policies and how they are implemented ❖ Invite relevant Executive Director to board meeting in advance ❖ Invitation to be sent to board members inviting to attend ❖ To be discussed at next HAC meeting
7.2 Meeting Scheduling	❖ Invitation to Minister Wade to attend FUNLHN Board meeting	❖ Lisa Taylor to contact Nicole Chapman to arrange suitable date and invitation
7.3 Meeting Evaluation	❖ Discussed , Board Chair emphasised the importance of each member having their say	❖
Next Meeting: Friday 20th December 2019, 9:00am to 1:00pm Whyalla		

Meeting closed 13.15 pm. Followed by shared lunch with HAC member(s)

Signed: Bevan Francis, Board Chair

A handwritten signature in black ink, appearing to read 'Bevan Francis', is written over a horizontal dotted line.

Date 31 January 2020