



Flinders & Upper North Local Health Network Board Meeting

Date Thursday 31st October 2019

Time 9.00am – 1.00pm

Venue Quorn Hospital

Board Members in Attendance: Bevan Francis, Suzy Graham, Geri Malone (TC), Mark Whitfield, Karyn Reid, Garnett Brady, John Lynch, Ros McRae CEO, Craig Packard Acting CEO, Lisa Taylor Acting Director Governance & Performance.

Guest: Alison Hoare Executive Director Nursing Quorn/Port Augusta, Bridgette Rau (VC)

Apologies: Nil

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	❖ Nil	
1.3 In-Camera discussion		
1.4 Interests and conflicts of interest declarations	❖ Updated log presented and noted	❖ Noted other Board positions for John Lynch
1.5 Minutes of the previous meeting	❖ Presented	❖ Accepted as correct

1.6	Action / Issue List	❖ Review of each item listed on the Action / issues list	❖ Action log updated
2. MATTERS FOR DECISION			
2.1	Service Agreement	❖ Discussed in detail, acknowledgement to staff by board for working through the agreement	❖ Executive Leadership to review in depth and return any recommendations to the board ❖ Schedule 4 is not being signed at this stage until clarification is sought from CE
2.2	Wirreanda Cottages – response to letter from Attorney General and next steps	❖ Discussed in detail	❖ Summary and options to be provided to the board to include legal and identification of risks associated for actions / inactions
3. MATTERS FOR INFORMATION AND DISCUSSION			
3.1	Chief Executive Officer Report (For information)	❖ Report tabled for information ❖ Compliment to Minister Wade regarding letter provided and Port Augusta Health Advisory Council (HAC) members ❖ Acknowledgment of staff by the board regarding executive positions ❖ Acknowledgement to Glenise Coulthard regarding Flinders Fun Day event	❖ Noted ❖ Draft letter to Minister Stephen Wade to acknowledge support provided. ❖ Draft letter to HAC to compliment service ❖ Draft letter to congratulate appointed Director ❖ Invite Glenise to board meeting to present Flinders Fun Day event
3.2	Flinders and Upper North Performance report (For information)	❖ Discussion around presentation of the report and information it provided, suggested providing report by exception for a more simplistic view, board requested to maintain current version	❖ John Lynch, Shamus Cogan & Craig Packard to work on preparing a one page review ❖ Action plan Budget review
3.3	WHS Quarterly Report (NA Quarterly only)	❖ Report tabled for information	❖ Address naming conventions with Charmaine Girdwood
3.4	KPI Reports Discussion	❖ Report tabled for information	❖ Noted

3.5 Security Report	❖ Report tabled for information	❖ Internal audit for security to board for December meeting
3.6 Review of Country Local Health Networks property Maintenance	❖ Report tabled for information	❖ Zero base budget defined by priority by July 2020
3.7 MedMal	❖ Report tabled for information	❖ Provide brief to board of details to show any trends
3.8 FUNLHN Workers Compensation Report First Quarter	❖ Report tabled for information	❖ Noted
4. BOARD COMMITTEE REPORTS		
4.1 Consumer and Community Engagement Committee	❖ Next meeting 6 th December 2019, requested to coincide with HAC meeting for attendance ease	❖ Noted
4.2 Finance and Performance Committee	❖ First meeting held ❖ Savings plan discussed ❖ Overdue payment fees discussed on invoices ❖ Clinical Documentation Specialist discussed regarding advantages of this ❖ ANMF EB agreement and potential increase to be aware of	❖ To be monitored
4.3 Audit and Risk Committee	❖ First meeting to be arranged now Chair has returned from leave	❖ Continue progression and arrangement of meeting agenda
4.4 Clinical Governance Committee	❖ First meeting in Port Augusta 21 November 2019, agenda being prepared in preparation	❖ Noted
5. CORRESPONDENCE FOR NOTING		
5.1 Clinical Governance Terms of Reference Update	❖ Amended membership, approved out of session	❖ Noted
5.2 Clinical Governance Expression of Interest Community Representative	❖ Expression of interest has been sent out to multiple agencies	❖ Noted
5.3 Public Interest Disclosure Act 2018	❖ Booklet provided	❖ To be discussed next board meeting
5.4 2019/2020 FUNLHN Budget Allocation	❖ Information Received and discussed	❖ Noted
5.5 Hawker Letter from the Board	❖ Noted	❖ Noted

5.6 Hawker Meeting Actions	❖ Noted	❖ Noted
5.7 South Australian Medical Education & Training Health Advisory Council Call	❖ Letter received to seek nominations	❖ Noted
6. MEETING FINALISATION		
6.1 Any New Business		
6.1.1 ICAC	❖ Correspondence letter tabled at meeting ❖ Discussed process and contracts in place for medical services ❖ Attestation Statement discussed	❖ Noted
6.1.2 Accreditation		❖ Follow up CALHN for advice, invite Quality risk Manager to next board meeting for presentation to board
6.1.3 RFDS	❖ Discussion held from previous board meeting. Geri Malone left TC at 1306 due to noted conflict of interest. ❖ Discussion regarding allocated funding for board and members – capped at 6, Health units will need to find funding for more than 6 members (we are currently at 7)	❖ Noted
6.1.4 Board Budget		❖ Noted
6.1.5 Sitting Fees for board committees	❖ Discussion regarding payments of fees	❖ Follow up with other regions for advice on their process
6.2 Meeting Scheduling – Development of Board Calendar	❖ Presented development of calendar with all committee meetings, board meetings, general board engagements ❖ Brett Humphrey & Lisa Taylor have been working on the agenda for this day on 29 th November in Whyalla	❖ Accepted by all, to be emailed out to board and as updated emailed ❖ Final Agenda to board Chair upon completion
6.3 Strategic Planning Day	❖ Advertising completed for this evening at the Central Augusta Football Club	❖ Noted
6.4 Annual Public Meeting	❖ HAC engagement day in Whyalla 23 rd November 2019, Bevan & Karyn will be attending ❖ Noted difficulty over phone	❖ Noted
6.5 Planned Community Events		
6.6 Meeting Evaluation		
6.6.1 Appreciation to CEO	❖ Board chair acknowledged Ros McRae for service and position prior to going on extended leave.	❖

**6.7 Next Meeting: Friday 22nd November 2019,
 Time: 9:00am to 1:00pm
 Location: Port Augusta**

7. MEETING FINALISATION

7.1 Presentation Funding Definitions – Bridgette Rau	❖ Presentation on various funding programs within the region	❖ Noted
7.1.2 Presentation by Alison Hoare – Executive Director Nursing	❖ Presentation to board of various hospital inpatient programs available and identified risks working through.	❖ Noted

Meeting closed 1324 pm. Followed by Hospital tour and engagement with HAC members

Signed: Bevan Francis, Board Chair



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Date 22 November 2019

