



Flinders & Upper North Local Health Network Board Meeting

Date Friday 26 July 2019
Time 9.00am – 1.00pm
Venue Face to Face – Whyalla Hospital

Board Members in Attendance: Bevan Francis, John Lynch (telephone), Suzy Graham, Geri Malone, Mark Whitfield, Karyn Reid, Garnett Brady, Ros McRae CEO, Craig Packard Secretariat.

Guests: Shamus Cogan Chief Finance Officer

Apologies: Nil

Minute Taker: Craig Packard Secretariat

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	❖ Interest - Bevan Francis Member of the Australian Institute of Company Directors. (AICD)	All agreed to provide updates on interest changes at the Monthly Board meetings and table full report annually.
1.5 Minutes of the previous meeting	❖ NA. – First Board Meeting	Nil
1.6 Action / Issue List	❖ Review of each item listed on the Action/ issues list	Actions updated on the actions log. Question raised for response - are Corporate Donations able to be accepted by the Board.

1.7 FUNLHN Leadership top 3 issues log	❖ Discussion on issues provided by leadership	All issues transferred to relevant area of responsibility on the Board Issues action list.
2. PRESENTATIONS TO THE BOARD		
2.1 Presentation by M. Reynolds, FUNLHN Clinical Risk Manager	❖ A presentation provided information on the process of devolving CHSA operational and strategic risks to the LHN and a current list of the identified risks provided.	❖ Distribute the FUN LHN risk spreadsheet to Members.
2.2 Presentation by A. McLachlan, Executive Director Nursing and Midwifery	❖ MS A. McLachlan gave supporting information to a paper on this Board Agenda regarding implementing an Aged Care Smoke Free Policy into our Aged Care Facilities.	Action: Refer to agenda item 4.9
3. MATTERS FOR DECISION		
3.1 Committees of the Governing Board		
3.1.1 Finance and Performance Board Committee	❖ ToR provided for discussion	<ul style="list-style-type: none"> ❖ Approved and accepted ❖ Committee Chair appointed by the Board and accepted – J Lynch ❖ Board Member – B Francis
3.1.2 Audit and Risk Board Committee	❖ ToR provided for discussion	<ul style="list-style-type: none"> ❖ Approved and accepted ❖ Committee independent Chair approved and appointed by the Board – Mr. O. van der Wel. ❖ Board Members – M Whitfield S Graham, G Malone. ❖ Board agreed to invite Dr J Bament to be an independent Member to the Committee.
3.1.3 Community and Consumer Engagement Committee	❖ ToR provided for discussion. (Updated ToR sent 24 July 2019)	<ul style="list-style-type: none"> ❖ Approved and accepted. ❖ Committee Chair appointed by the Board and accepted – K Reid ❖ Board Member – G Brady

3.1.4 Clinical Governance Board Committee	<ul style="list-style-type: none"> ❖ ToR provided for discussion (updated ToR sent 24 July 2019) ❖ 	<ul style="list-style-type: none"> ❖ Approved and Accepted ❖ Committee Chair appointed by the Board and accepted – G Malone ❖ Board Member – K Reid.
3.2 Adoption of CHSA Strategic Risks to the FUN Region	<ul style="list-style-type: none"> ❖ Reference to presentation provided to the Board at this meeting. ❖ Resolution provided to Board for discussion. 	<ul style="list-style-type: none"> ❖ Resolution accepted that the FUNLHN Board adopt the strategic risks developed by CHSALHN for management within the FUNLHN from 1 July 2019.
3.3 Clinical due diligence and transition arrangements including adoption of CHSA LHN Policies and Procedures	<ul style="list-style-type: none"> ❖ CHSA Clinical Due Diligence briefing paper provided to the Board and for resolution 	<ul style="list-style-type: none"> ❖ Resolution accepted that the FUNLHN Board adopt all policy and procedure documents developed and approved by the previous CHSALHN for use within the FUNLHN from 1 July 2019. ❖ The term policy and procedure documents include any policy Procedure, guideline, protocol, manual, work instruction and governance framework. ❖ The policies and procedures are approved and accepted in their current form and will be reviewed and updated by the FUNLHN.
4. MATTERS FOR INFORMATION AND OR DISCUSSION		
4.1 Chief Executive Officer Report	<ul style="list-style-type: none"> ❖ Report Tabled for information 	<ul style="list-style-type: none"> ❖ Noted by Board the report was informative.
4.2 Flinders & Upper North LHN Performance Report	<ul style="list-style-type: none"> ❖ S Cogan, CFO tabled an amended Finance and Performance Report of page 41 of agenda. ❖ R McRae, CEO provided a FUNLHN Mandatory Training compliance report. 	<ul style="list-style-type: none"> ❖ The Board requested some refinement and additional data for next month's performance report.

4.3 Quality Risk and Safety Quarterly report	❖ Nil report available. Next quarterly report released in August.	
4.4 Work Health and Safety Quarterly Report	❖ Tabled for information	
4.5 Monthly Performance Report (MPR)	❖ Tabled for Information	
4.6 Health Round Table Report	❖ Tabled for Information	
4.7 Leigh Creek Health Clinic	❖ An internal memo provided to the Board - approved by CHSALHN for Flinders and Upper North to commence service agreements discussions regarding Leigh Creek Health Clinic. (for information and discussion)	❖ Distribute the Leigh Creek Proposal and costings to Board Members.
4.8 Port Augusta Hospital Main Lease extension	❖ New Lease negotiations status (for information)	
4.9 Smoke Free policy adoption in Aged Care	❖ Reference to presentation by A McLachlan EDN&M	<ul style="list-style-type: none"> ❖ Board request for additional information for managing smoke free in aged care, including how we manage people who are transferred from hospital as long stay in-patients to an FHN LHN aged care facility. ❖ Provide further information on how this matter is managed at other regional aged care centres and any impacts for Board awareness. ❖ Agenda next Board meeting for discussion and resolution on adoption of the Smoke Free in Aged Care Policy.
4.10 Flinders & Upper North Charter for the Governing Board Vol.2.	❖ DRAFT Vol 2 for discussion	❖ Action: M Whitfield and B Francis to progress DRAFT Vol 2 Board Charter and distribute for discussion at next Board meeting.


4.11 Risk Appetite	❖ SA Health Risk appetite paper presented for discussion. Paper sent to Board members as additional paper.	❖ Secretariat to draft a Risk Appetite statement, giving consideration of the SA Health Risk Appetite Statement, for the FUNLHN Board discussion and consideration at next Board meeting.
4.12 Circular resolution CEO appointment	❖ Resolution distributed 1 July by Bevan Francis	❖ Circular Resolution accepted that Pursuant to section 33E of the Health Care Act 2008, the Governing Board of the Flinders & Upper North Local Health Network, having consulted with the Chief Executive of the Department for Health and Wellbeing, approves the appointment of Ros McRae to the role of Chief Executive Officer, Flinders and Upper North Local Health Network, on the terms and conditions set out in the agreed Contract of Employment, for a term commencing on 1 July 2019 and expiring on 3 February 2022.

4.13 Circular resolution CEO Financial delegation	❖ Resolution distributed 1 July by B Francis	❖ Circular Resolution accepted that Pursuant to the Treasurer's Instructions made under the <i>Public Finance and Audit Act 1987</i> , the Governing Board of the Flinders and Upper North Local Health Network, agrees to the financial delegations to the Chief Executive Officer, Flinders and Upper North Local Health Network, as set out in the <i>Instrument of Authorisation by the Governing Board of Flinders and Upper North Local Health Network to the Chief Executive Officer of the Flinders and Upper North Local Health Network – Financial Authorisations</i> .
4.14 Financial delegation from CEO	❖ Copy of the Financial Delegations from CEO provided for information	
4.15 Human Resources Delegations from CEO	❖ Copy of FUNLHN Human Resource Delegations from the CEO provided for information	
4.16 FUN LHN escalation matrix	❖ Escalation Matrix reviewed and discussed	❖ Accepted and noted the matrix may be updated as required.
4.17 Special Delegation to CEO for resolution to allow delegation of \$1.5 Million to approve the Port Augusta Hospital main quarterly lease payment.	❖ Resolution to Board as additional paper.	❖ Resolution approved to provide Special Delegation to the CEO for up to \$1.5 Million to approve the Port Augusta Hospital quarterly lease payment.
5. CORRESPONDENCE		
5.1 Correspondence	❖ Correspondence provided by email out of session prior to meeting to Board Members	❖ Accepted
6. MEETING FINALISATION		

6.1 General Business	<ul style="list-style-type: none"> ❖ The CEO advised of two long-standing matters at Hawker that will require further briefing to the Board for awareness and decision. ❖ 1. Land ownership matter at Hawker where Wirreanda Cottages Inc. have two double community living units located on the Hospital Land. ❖ 2. Long standing Concern by the part time GP at Hawker that there are periods of her annual leave that are not backfilled by the Rural Doctors Workforce Agency (RDWA). 	<ul style="list-style-type: none"> ❖ CEO to provide s Briefing to the Board on the Hawker land issue and Wirreanda Cottages, for discussion and direction. ❖ CEO to provide a briefing to the Board for information regarding the Hawker GP leave back fill, for information. ❖ Noted that S Graham may be an apology for the October meeting.
6.2 Meeting scheduling	❖	❖ Secretariat to send out 2019 meeting schedule for discussion.
Next Meeting: 23 August 2019, Hawker Memorial Hospital, 9:00am to 1:00pm		

Meeting closed 1.10 pm (Greet and Hospital tour with Whyalla Health Advisory Council Members)

Signed: Bevan Francis, Board Chair



Date 26/8/2019

