



## Riverland Mallee Coorong Local Health Network Governing Board Meeting # 5

**Date:** Thursday 28 November 2019

**Time:** 11.00am – 2.30pm

**Venue:** Moorundi Aboriginal Community Controlled Health Service Murray Bridge

**In Attendance:** Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Melanie Ottaway(MO), Shane Mohor (SM), Wayne Champion (WC), Craig Lukeman (CL)

**Apologies:**

**Secretariat:** Jeanette Brown

**Welcome:**

**Acknowledgement:**

*We would like to acknowledge that this land we meet on today is the traditional land of the Ngarrindjeri people, and that we respect their spiritual relationship with their country. We also acknowledge that the Ngarrindjeri people are the custodians of the Ngarrindjeri land, and that their cultural and heritage beliefs are still important to the living Ngarrindjeri people today.*

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
<b>1. IN CAMERA DISCUSSION</b>		
<b>2. MEETING OPENING</b>		
2.1 Acknowledgement	<ul style="list-style-type: none"> <li>PJ provided Acknowledgement</li> </ul>	
2.2 Present and Apologies	<ul style="list-style-type: none"> <li>PJ, EA, FT, CG, MO, WC, CL, JB, SM</li> </ul>	
2.3 Interests and Conflicts Disclosure	<ul style="list-style-type: none"> <li>Noted that Board Interests and Disclosure Log updated following cessation of previously recorded Board positions for members CG and SM.</li> <li>FT declared potential conflict as endorsed Independent Chair of Audit and Risk Committee (refer Agenda Item 2.5) also fills this role with the Rural City of Murray Bridge of which FT is a councillor.</li> </ul>	The Board noted the potential conflict and agreed that no further action required with FT to advise the Board if the situation changes.

2.4 Confirmation of Minutes from previous meeting	<ul style="list-style-type: none"> <li>The minutes from the Board Meeting held 31 October 2019 were endorsed.</li> </ul>	The Board endorsed the previous minutes.
2.5 Review Actions Log	<ul style="list-style-type: none"> <li>Actions Log Reviewed</li> <li>Noted that Board Risk Management Workshop to be held 19 December 2019.</li> <li>PJ, MO and WC recommended that P Brass be appointed as Independent Chair of the Board Audit and Risk Committee.</li> </ul>	<p>The Board endorsed the appointment of P Brass as Independent Chair of the Board Audit and Risk Committee.</p> <p>ACTION: A meeting to be convened with P Brass, PJ and WC.</p> <p>ACTION: P Brass to be invited to Board Risk Management Workshop.</p>
<b>3. MATTERS FOR NOTING</b>		
3.1 Chairperson Report	<ul style="list-style-type: none"> <li>Report covered current issues and future directions.</li> </ul>	Chairperson's Report noted.
3.2 Chief Executive Officer Report	<ul style="list-style-type: none"> <li>Report highlighted achievements of RMCLHN and current operational issues.</li> <li>The Aboriginal Community Engagement workshops held in Murray Bridge and Berri were noted with a further workshop planned for Meningie.</li> <li>Noted that SA Medical Imaging (SAMI) have announced the outcome of tender process for the outsourced reading service for Murray Bridge and Berri.</li> <li>Noted the provision of medical services in Berri and Murray Bridge.</li> </ul>	CEO Report noted.
<b>4. MATTERS FOR DISCUSSION</b>		
4.1 RMCLHN NSQHS Accreditation Report and Action Plan	<ul style="list-style-type: none"> <li>Discussion about the draft Australian Council on Healthcare Standards (ACHS) report against the National Safety and Quality Healthcare Standards (version 2) and the draft RMCLHN Action Plan.</li> <li>Noted that a remediation assessment to be held prior to 17 February 2020.</li> <li>Noted that the concept of a three tier rather than two tier risk management framework to be discussed further at the December workshop.</li> </ul>	<p>The Board noted the draft ACHS report and the RMCLHN Action Plan.</p> <p>ACTION: WC to forward an updated Action Plan out of session.</p>

<p>4.2 RMCLHN NDIS Audit Report</p>	<ul style="list-style-type: none"> <li>Discussion about the SAI Global National Disability Insurance Scheme (NDIS Practice Standards) Certification Audit Report and the RMCLHN Action Plan (Non Conformance Report) for the minor non-conformances.</li> <li>Noted that the Action Plan has been accepted with no further action required by RMCLHN and that certification will be received for 12 months.</li> </ul>	<p>The Board noted the NDIS Certification Audit Report and RMCLHN Action Plan.</p>
<p>4.3 Governing Body Attestation Statement</p>	<ul style="list-style-type: none"> <li>Discussion about the requirements for health service organisations to submit an annual attestation statement to their accrediting agency.</li> <li>Noted that the Department for Health and Wellbeing (DHW) has advocated successfully with the Australian Commission on Quality and Safety in Health Care (ACQSHC) for LHN CEOs to be able to sign the attestation statement for 2019 as the LHN Governing Boards have not been in place for 12 months.</li> </ul>	<p>The Board noted the requirements for an annual attestation statement and endorsed the CEO to sign the statement for 2019.</p>
<p>4.4 Conversion of Waikerie from MPS to RAC</p>	<ul style="list-style-type: none"> <li>Discussion about the potential conversion of a Multi-Purpose Service (MPS) to a Residential Aged Care (RAC) facility and the benefits and risks specifically associated with Waikerie.</li> </ul>	<p>The Board noted the information about potential conversion from MPS to RAC and endorsed not to pursue conversion for Waikerie at this point but to review in six months. ACTION: WC to notify the Commonwealth of the RMCLHN decision.</p>
<p>4.5 Board and Board Committees Meeting Schedule</p>	<ul style="list-style-type: none"> <li>Discussion about amending the meeting schedule for 2020 taking into consideration commitments of members and timing related to various reports.</li> <li>Board members who are not members of the Finance Committee to be invited as observers.</li> <li>Schedule to incorporate meeting with Health Advisory Councils three times per year.</li> </ul>	<p>The Board endorsed continuing to hold meetings on the last Thursday of each month.</p>

<p>4.6 Other Matters for discussion</p> <p>4.6.1 Incoming Commonwealth Department of Health Aged Care Approved Provider key personnel</p>	<ul style="list-style-type: none"> <li>The Board were advised of changed guidelines related to Commonwealth Department of Health Aged Care Approved Provider key personnel. Board members, Executive and senior nursing staff of Residential Aged Care facilities as at 1 November 2019 need to be identified as key personnel with the Commonwealth. Future changes to be advised within 28 days.</li> </ul>	<p><b>ACTION: RMCLHN</b> Secretariat to facilitate the provision of key personnel information to the Commonwealth Department of Health.</p>
<b>5. STANDARD AGENDA ITEMS FOR DISCUSSION</b>		
<p>5.1 Performance Report</p>	<ul style="list-style-type: none"> <li>The RMCLHN November Performance Reports were noted.</li> <li>Noted that some amendments to be made to the Savings Strategy Plan following discussion at the Finance Committee and noted that some savings strategies have been realised.</li> <li>Noted that strategic risks will be reviewed at the workshop to be held 19 December 2019.</li> <li>Discussion about legacy systems and reporting requirements.</li> <li>Discussion about quality and safety reports noting that the responsibility for detailed monitoring is with the Board Clinical Governance Committee.</li> <li>Discussion about mandatory reporting in relation to aged care and National Disability Insurance Scheme with reports to be provided to the Clinical Governance Committee and any trends reported to the Board.</li> </ul>	<p>The Board noted the RMCLHN Performance Reports.</p> <p><b>ACTION:</b> An updated Savings Strategy Plan to be provided out of session.</p> <p><b>ACTION:</b> Future savings strategy reports to include savings forecast and also realised.</p> <p><b>ACTION:</b> Provide information on actions that are under way to improve falls, medication safety, pressure injuries and other persistent 'red' KPIs.</p>
<p>5.2 RMCLHN Strategic Plan</p>	<ul style="list-style-type: none"> <li>Discussion about the proposed approach to the development of the RMCLHN Strategic Plan.</li> <li>Discussion about the scope of the workshop planned for 19 December 2019 and potential facilitators for the session.</li> <li>Discussion about the interface of the Strategic Plan with both the Consumer and Community Engagement Strategy and the Clinician Engagement Strategy.</li> </ul>	<p>The Board noted the proposed approach to the development of the RMCLHN Strategic Plan.</p>
<p>5.3 Board Consumer and Community Engagement Strategy</p>	<ul style="list-style-type: none"> <li>Addressed in 5.2</li> </ul>	
<b>6. MATTERS FOR DECISION</b>		
<p>6.1</p>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	

<b>7. MATTERS FOR INFORMATION</b>		
7.1	RMCLHN Board Finance Committee Minutes (Draft)	• The Board noted the draft Minutes.
7.2	RMCLHN Board Clinical Governance Committee Minutes (Draft)	• The Board noted the draft Minutes.
<b>8. ITEMS APPROVED BY CEO FOR NOTING</b>		
8.1		• Nil
<b>9. CORRESPONDENCE</b>		
9.1	Outgoing – Letter to Chief Executive, SA Health	• The Board noted the correspondence.
9.2	Incoming – Audit Management - Galpins	• The Board noted the correspondence. •
<b>10. MEETING FINALISATION</b>		
10.1	Questions / Comments	• Nil
10.2	Meeting evaluation 10.2.1 Suggestions for next meeting Agenda items 10.2.2 Board Evaluation process	• PJ summarised the meeting.
10.3	Next meeting	<b>Date: Thursday 19 December 2019 - Workshop</b> <b>Time: All day</b> <b>Location: Adelaide</b> <b>Meeting Date: tbd</b> <b>Location: Murray Bridge</b>
10.4	Meeting Close	2.35 pm

**Signed:**

  
Peter Joyner  
Chair

Date: 31/11/20