

# BAROSSA HILLS FLEURIEU LOCAL HEALTH NETWORK MINUTES

## GOVERNING BOARD MEETING NUMBER 7

Wednesday 26 February 2020

Members	Name
Member	Carol Gaston
Member	Judy Curran
Member	Kevin Cantley
Member	Pru Blackwell
Member	Robert Zadow
Member	Roger Sexton - 1.8-3.4, 4.1-4.2, 6.1

  

Management	Name
Chief Executive Officer	Rebecca Graham
Chief Finance Officer	Steve Brown
Clinical Director, Mental Health	Brian McKenny - 1.1, 1.2, 1.5.1.6, 6.1
Director Corporate Services	Daniel Panic
Director People & Culture	Mandy Palumbo
Director Service Development	Alison King
Director Strategy and Governance	Kylie Williams
Director Medical Services	Sharon Morton
Executive Director Community & Allied Health	Amy Foote
Executive Director Nursing & Midwifery Services	Anne Price 1.1-1.8, 2.1-2.7, 2.9-2.10, 3.1-3.4, 4.1-4.11, 5.4, 6.1-6.2

  

Visitors	Name
Clinical Director, Rural Support Service	Dr Hendrika Meyer - 3.2
Executive Director, Rural Support Service	Debbie Martin - 4.4

  

Apologies	Name
Director Aboriginal Health	Peter Taylor

All resolutions recorded in these minutes were carried unanimously unless stated otherwise.

<b>1</b>	<b>Opening</b>	<b>Minutes</b>
1.1	<b>Welcome to New Board Members</b>	Governing Board members welcomed the newly appointed Board Members, Judy Curran and Kevin Cantley and Executive Director Medical Services, Sharon Morton.
1.2	<b>Election of February Governing Board Meeting Chair</b>	The Governing Board (“the Board”) elected Carol Gaston as the Chair for the February meeting.
1.3	<b>In-Camera Board Discussion</b>	
1.4	<b>Acknowledgement of Country</b>	CG on behalf of the Governing Board (“the Board”), made the Acknowledgment to Country.
1.5	<b>Apologies</b>	Nil.
1.6	<b>Interests and Conflicts Disclosure Log</b>	The Board noted the Interests and Conflicts Disclosure Log.  Nil conflicts of interest declared against agenda item.  P Blackwell noted that she is no longer a Presiding Member of Gawler HAC.
1.7	<b>Confirmation of Previous Minutes</b>	The Board resolved that the December 2019 minutes be endorsed as an accurate record.
1.8	<b>Actions Arising from Previous Meeting (Action List)</b>	Noted.
<b>2</b>	<b>Strategic Discussion</b>	<b>Minutes</b>
2.1	<b>Annual Board Calendar</b>	The Board noted the annual Board Calendar.
2.2	<b>Aboriginal Health Community Consultation</b>	The Board supported the Aboriginal Health Team and Aboriginal Community in hosting three Community Forums / Consultations in Gawler, Mount Barker and Victor Harbor.
2.3	<b>Consumer and Community Engagement Governance</b>	The Board noted the background and process that has occurred toward the development of a BHFLHN Consumer and Community Engagement Strategy.  The Board considered and supported the proposed governance structure for Consumer and Community Engagement (CCE) and supported membership option two for the proposed Tier 1 Committee with commitment from the CEO to continue to meet regularly with HAC Presiding Members.  The Board noted the proposed next steps for the BHFLHN Consumer and Community Engagement Strategy.

2 Strategic Discussion	Minutes
2.4 2020-21 Budget Bids	The Board noted the 2020-21 Budget Bids submitted to the Department of Health and Wellbeing.
2.5 2020-21 Commissioning Bids	The Board noted the 2020-21 Commissioning Priorities submitted to the Department of Health and Wellbeing.
2.6 Review of Regional LHNs Property Maintenance	<p>The Board noted that through each regional LHN CEOs response to the Auditor-General's Department review of regional LHNs property maintenance, each of the six regional LHNs are considering the creation of a Strategic Asset Manager position for their LHN.</p> <p>The Board recommended the creation and budget for a 1.0 FTE Strategic Asset Manager for BHFLHN to commence 2020-21, noting that the cost of this position can be offset by:</p> <ul style="list-style-type: none"> <li>- Changes by BHFLHN to the range of items and projects managed by Department Planning Transport and Infrastructure Facilities Services within the Across Government Facilities Management Agreement;</li> <li>- The devolvement of the 3 Infrastructure positions from within the RSS and the allocation of BHFLHN return of these funds to directly support the budget for this position; and</li> <li>- Potentially using Asset Sustainment Program and Minor Works funds to offset any costs if required.</li> </ul> <p>The Board noted that the BHFLHN Strategic Asset Manager will be responsible for developing a detailed and deliverable action plan for managing and remediating the identified issues and risks as identified within the Auditor-General's Department review and to ensure ongoing compliance and performance improvement both by BHFLHN and our contracted provider Department of Planning Transport and Infrastructure Facilities Services (DPTI FS).</p> <p>The Board noted that through the implementation of the Across Government Facilities Management Agreement (AGFMA), metropolitan LHNs implemented Strategic Asset Managers and these resources have been proven as an essential requirement to effectively manage, audit and support their LHNs within the AGFMA.</p> <p>The Board noted that this new position will require classification. It is anticipated through comparison with other like positions that the classification for this new position may be at the level of ASO-6 or ASO-7. A draft Job Description has been developed and the role will report to the Director Corporate Services and work collaboratively with the Facilities Team, Department of Health and Wellbeing (DHW), AGFMA Unit and DPTI FS.</p> <p>The Board noted that due to the establishment of a new role and recruitment processes it is likely that the position would not commence until mid-2020 and that position costs will be offset by the savings made through this position.</p>

<b>2</b>	<b>Strategic Discussion</b>	<b>Minutes</b>
<b>2.7</b>	<b>BHFLHN and Rural Support Service Budget Reconciliation</b>	<p>The Board noted the report on the reconciliation of Barossa Hills Fleurieu Local Health Network (BHFLHN) and the Rural Support Service (RSS) budgets.</p> <p>The Board requested consideration be given to recharging RSS for a proportion of time relating to CEO, finance and human resources support provided to the RSS.</p>
<b>2.8</b>	<b>Additional Efficiency Strategies</b>	The Board noted the additional efficiency strategies developed to support BHFLHN to achieve its intended 2019/20 financial year position.
<b>2.9</b>	<b>CEO Report</b>	The Board noted the CEO report.
<b>2.10</b>	<b>CFO Report</b>	<p>The Board noted the CFO report.</p> <p>The Board requested management write a response to the minute received from the Department of Health and Wellbeing in regard to BHFLHN 2019-20 Service Agreement and Budget Allocation letter.</p>
<b>3</b>	<b>For Decision</b>	<b>Minutes</b>
<b>3.1</b>	<b>Priority Positions Supporting LHN Operations</b>	<p>The Board noted the arrangements in place to support immediate need resourcing and that the CEO has approved the proposed Medical Administration Officer and EA Support to Executive Director Nursing and Midwifery listed in Future Need Resourcing.</p> <p>The Board supported, in principle, the future and predicted needs proposed and will await a cost benefit analysis, including a risk assessment for each position.</p>
<b>3.2</b>	<b>Rural Health Workforce Strategy Funding Carry Over</b>	The Board noted the contents of this brief about the Rural Health Workforce Strategy and approved the request to seek carry-over of the remaining Rural Health Workforce Strategy funds allocated in the 2019-20 year to 2020-21 to best enable implementation of the Rural Health Workforce Strategy and Rural Medical Workforce Plan.
<b>3.3</b>	<b>Governing Board Annual Attestation Statement 2019</b>	<p>The Board noted the requirement to submit an annual attestation statement as a requirement for continuing accreditation under the National Safety and Quality Health Service (NSQHS) Standards and supports the completion of the required attestation statement for July-December 2019.</p> <p>The Board requested that in future, a list of evidence be provided to the Board with the request to support the annual Attestation.</p>
<b>3.4</b>	<b>2020 Governing Board Meeting Dates</b>	The Board approved the proposed 2020 board meeting dates.

<b>4</b>	<b>For Noting</b>	<b>Minutes</b>
4.1	<b>Work Health and Safety Report</b>	The Board noted the January Work Health and Safety Summary report and the January Workers Compensation Performance report.
4.2	<b>Performance Report</b>	The Board noted the Performance Report and the Highlights and Emerging issues.
4.3	<b>People and Culture Report (6 monthly)</b>	The Board noted the People and Culture report.
4.4	<b>Rural Support Service Report</b>	The Board noted the Rural Support Service December KPI report and progress on Building Self-Sufficiency in country LHNs.
4.1.1	<b>Rural Support Service Memorandum of Understanding</b>	The Board noted the update on the Rural Support Service Memorandum of Understanding currently in development between the six country Local Health Networks.
4.5	<b>Barossa Service Planning</b>	The Board noted the completion of the development of a Barossa Hospital business case and endorsed the content and the process undertaken.
4.6	<b>Strathalbyn Service Planning</b>	The Board noted the progress report on the Strathalbyn Residential Aged Care Facility Expansion project.
4.7	<b>Aged Care – Organisational Governance</b>	The Board noted the summary from the Aged Care Standard 8 – Organisational Governance Masterclass.
4.8	<b>Independent Commissioner Against Corruption – Governance in SA Health Report - BHF Action Plan Update</b>	The Board noted the key issues raised by the Independent Commissioner Against Corruption, in his report; <i>Troubling Ambiguity: Governance in SA Health</i> and the action plan developed by BHFLHN to address the key issues.
4.9	<b>Media &amp; Communications</b>	The Board noted the media and communications items.
4.10	<b>Correspondence</b>	The Board noted the correspondence items received and sent.
4.11	<b>Legislative Compliance</b>	The Board noted the Legislation Compliance Checklist.
<b>5</b>	<b>Board Committees</b>	<b>Minutes</b>
5.4	<b>Audit and Risk Management Committee</b>	The Board noted the December 2019 Audit and Risk Management Committee meeting minutes.

<b>6 Other Business</b>	<b>Minutes</b>
<b>6.1 Bushfire Recovery Update</b>	The Board noted the mental health response to the recent Adelaide Hills and Kangaroo Island bushfires.
<b>6.2 BHFLHN Service Agreement 2019-20</b>	The Board authorised the CEO to sign: <ul style="list-style-type: none"> <li>- Schedule 1 – Strategic Priorities;</li> <li>- Schedule 2 – Government Commitments;</li> <li>- Schedule 3 – Local Health Network – Services and Accountabilities; and</li> <li>- Schedule 5 – Performance Monitoring.</li> </ul>
<b>Governing Board Activities</b>	
<ul style="list-style-type: none"> <li>• Meeting with local General Practitioners</li> <li>• Meeting with Presiding Member – Barossa HAC</li> <li>• Meeting with local Staff Members</li> <li>• Tour of Angaston Hospital</li> </ul>	
<b>Meeting Close</b>	
<b>Next Meeting</b>	Friday 27 March 2020

Minutes Approved



Carol Gaston AM  
Chair - Barossa Hills Fleurieu Local Health Network Governing Board  
27 March 2020