

BOARD MINUTES

Board meeting date: 2 September 2019 10.15am - 3.15pm
Location: Conference Room 1, Naracoorte Health Service

Acknowledgement of Country *We acknowledge and respect the traditional custodians whose ancestral lands we are meeting upon today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respect to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia present here.*

Board: Chair: Grant King (GK) Glenn Brown (GB) Lindy Cook (LC) Kerri Reilly (KR)
John Irving (JI) Dr Anne Johnson (AJ) Dr Andrew Saies (AS)

Members: Ngaire Buchanan (NB) Chief Executive Officer, Limestone Coast Local Health Network
Paul Bullen (PB) Executive Director of Nursing & Midwifery, Limestone Coast Local Health Network
Kristen Capewell Chief Finance Officer, Limestone Coast Local Health Network
Hannah Morrison (HM) Regional Quality, Risk & Safety Manager, Limestone Coast Local Health Network
Robert Pegram (RP) Executive Director of Medical Services, Limestone Coast Local Health Network
Jemima Kemp (JK) Senior Communications Adviser, Limestone Coast Local Health Network

Attendees: Anne Jefferies Acting/Director of Nursing & Midwifery, Naracoorte Health Service
Paul Harris (PH) Financial Business Adviser, Limestone Coast Local Health Network
Peta-Maree France (P-MF) Director People & Culture, Limestone Coast Local Health Network

Secretariat: Angela Miller (AM) Secretariat, Limestone Coast Local Health Network

Apologies: Nil

10:15 – 10:30	IN CAMERA	
		In camera session held from 10:15am to 10:30am

1.		MEETING OPENING	
Item			Discussion
1.1	1.1.1	Official Welcome to Country	KR provided the official Welcome to Country
	1.1.2	Apologies	Nil
	1.1.3	Introduction	GK provided an introduction to the first Board meeting of the Limestone Coast Local Health Network held at Naracoorte Health Service and the importance of inviting and being accessible to key stakeholders within the community.
1.2	1.2.1	Director Conflict of Interest Disclosure	Nil conflicts of interest disclosed
1.3	1.3.1	Minutes of Previous Meeting	The minutes of the Governing Board meeting held on 29 July 2019 were accepted as a true and accurate reflection of the meeting with an adjustment being made to Item 1.3.4 Recognition of CHSA Credentials and confirmation of the credentialing process for the Aboriginal and Torres Strait Islander (ATSI) workforce, specifically the ATSI Health Practitioner role. An update of the actions from the Governing Board meeting on 29 July 2019 was provided.
2.		LIMESTONE COAST LHN REPORTS	
2.1	2.1.1	CEO Report a) General Update	The CEO report was referenced and an update provided on the Limestone Coast LHN Team Formation workshop on 4 September. Three (3) strategies are to be presented at the meeting to be held on 30 September including People & Culture, Aboriginal Health and Communications. An update was provided on the implementation of Sunrise (EMR: Electronic Medical Record) and organisational readiness. An update on the Sustainable Economic Future Strategy Workshop, the draft action plan for the LHN and the schedule for these sessions including attendance by key stakeholders was provided. An update was provide on Accreditation preparation for NSQHS, Aged Care & NDIS including the unannounced visits at Bordertown and Millicent and the support from the Rural Support Service (RSS) that is being provided to assist in this readiness.

		<ul style="list-style-type: none"> b) Performance Reporting Summary c) Budget Update 	<p>The updated Performance Reporting Summary was reviewed ACTION: Admission numbers to be added to Finance Activity Summary reporting</p> <p>An update on the budget process and consultation and a review of the Budget Framework Policy Directive was provided ACTION: Budget allocation to be provided at meeting 30 September 2019 ACTION: Update on the Budget Framework Policy Directive to be provided at meeting 30 September</p>
3.		TOPIC OF THE MONTH: STRATEGIC PLANNING	
3.1	3.1.1	<p>Strategic Planning:</p> <ul style="list-style-type: none"> a) Approach to strategy: vision, values & strategic direction b) Limestone Coast LHN Engagement Strategies c) Service Planning Framework 	<p>The creation of a regional strategy and an opportunity to align existing strategies were discussed with reference to the Public Sector values, SA Health Vision & Values and the Country Health SA Vision & Values. The Limestone Coast leadership team will take part in a staff development forum on 19 September to commence the development of the regional Vision & Values.</p> <p>The development of the engagement strategies to ensure standards, capacity, innovation and alternative ways to provide service while ensuring quality and safe care was discussed and an update on the formation of the Consumer & Community and Clinician & Staff Engagement Strategy Development Working Group was provided. An update on the Aboriginal Health Community Forum on 25 September was provided. ACTION: Board members to consider high-level themes and key drivers for the LHN</p> <p>An update was provided on Service Planning within the Limestone Coast LHN and the identification of important partnerships to ensure they're part of the solution. ACTION: Limestone Coast LHN Service Planning Framework to be updated</p>

5.		LOCAL PRESENTATIONS	
5.1	5.1.1	Barrie Moyle, Presiding Member, Naracoorte & Area HAC	GK provided an introduction to the Barrie Moyle, Presiding Member of the Naracoorte and Area Health Advisory Council (HAC) Dr Brian Norcock, Kincaig Medical Clinic partner. Barrie Moyle spoke to the importance of HACs in community engagement, what's valuable and needs to be preserved and the proud achievements of the Naracoorte and Area HAC including the significant fundraising for the CT Project and the 7,000 scans since its implementation, the mobility vehicle and the investment in transport for the community and the aspirations for the health service in Naracoorte in both the hospital and aged care.
	5.1.2	Dr Brian Norcock, Kincaig Medical Clinic	Dr Brian Norcock, presented on the service and workforce planning for Kincaig Medical Clinic and the Naracoorte area including the Rural Health Workforce Strategy and the opportunity for a training hub to support the needs of the community and the flow on effect to other services.
6.		MATTERS FOR DISCUSSION	
6.1	6.1.1	Smoke-Free Transition for Country Health Aged Care	The implementation of the Smoke-Free Transition for Country Health Aged Care and the complexities of its implementation were discussed. ACTION: The specific impact on Aboriginal Health and the existing strategies to be further considered.
	6.1.2	Aged Care Bank & Investment Account Communication Plan	An update on the Aged Care Bank & Investment Account Communication Plan was provided. ACTION: A communication plan to be finalised and communicated following confirmation of process and options.
	6.1.3	Board Risk Appetite	The adoption of the Department for Health & Wellbeing Risk Appetite Statement on 29 July 2019 was further discussed.
	6.1.4	Safety Processes	The safety and security concerns in the Emergency Department (ED) in Mount Gambier and Millicent and the implementation of proactive security measures were discussed.

			<p>ACTION: A briefing to be provided to the Board relating to the risk review and the reduction of risk in the LHN.</p>
6.1.5	Board Reports		<p>The format, content, frequency of Board reports were discussed including the reporting format for the new Board Committees: Risk Management & Audit, Finance & Performance and Clinical Governance.</p> <p>Briefing templates will be provided wherever possible to ensure the right lens for discussion.</p>
6.1.6	Workshop & Training Attendance		<p>Attendance at workshops and training opportunities were discussed and the options to seek funding for attendance. The decision rests with the Chief Executive Officer for staff attendance and with the Governing Board Chair for Board attendance. Direct training opportunities to be sent to the Board Chair for review and consideration.</p>
6.1.7	Board Operations – Meeting & Committee Schedule		<p>The Governing Board Meeting and Committee schedule was reviewed and approved.</p> <p>ACTION: Laminated copies of the schedule to be sent to the Board and Committee members.</p>
7.	MATTERS FOR APPROVAL		
7.1	7.1.1	Rural Support Service Resolutions	<p>The Rural Support Service (RSS) Resolution relating to funding allocation methodology was approved.</p>
	7.1.2	Consumer & Community and Clinician & Staff Engagement Strategy Development Working Group Terms of Reference (TOR)	<p>The Consumer & Community and Clinician & Staff Engagement Strategy Development Working Group Terms of Reference (TOR) was approved.</p>
8.	MATTERS FOR NOTING		
8.1	8.1.1	Response Letter to Dr Brian Norcock	<p>The response letter to Dr Brian Norcock of Kincaig Medical Clinic was noted.</p>
	8.1.2	Escalation Matrix	<p>The Escalation Matrix was reviewed noting the requirement for further refinement.</p> <p>ACTION: Escalation Matrix to be reviewed and refined and to include where the need for an Aboriginal Consultant is required.</p>
	8.1.3	HAC Reports	<p>The Health Advisory Council (HAC) reports were noted with a recommendation to</p>

		<p>circulate to other HACs. ACTION: HAC reports to be circulated to other LHNs ACTION: Obtain Terms of Reference (TOR) for the Limestone Coast Health Advisory Councils (HACs)</p>
8.1.4	Registration & Scope of Clinical Practice Update	The updated Registration & Scope of Clinical Practice was reviewed and noted.
8.1.5	List of Outstanding Capital Works	<p>The regional list of outstanding capital works was reviewed and noted and an update on the funding and timeframe for implementation of capital works was provided ACTION: the list of outstanding capital works is to be prioritised and categorised using the risk matrix.</p>
8.1.6	Key Performance Indicator (KPI) Summary	The Key Performance Indicator (KPI) summary was noted.
8.1.7	Rental Invoice Approval – Mount Gambier Hospital	The Rental Invoice Approval for Mount Gambier Hospital was noted and approved by the Board.
8.1.8	Correspondence – Committee Remuneration	<p>The correspondence relating to Committee Remuneration from the Minister for Health and Wellbeing was noted. ACTION: An Expression of Interest (EOI) for the external member of the Risk Management & Audit Committee (RMAC) is to be finalised and distributed.</p>
8.1.9	Strategic Risks – Assessment & Report	The assessment and report for Strategic Risks was noted
9.	SUMMARY AND CLOSE	
9.1	Meeting Evaluation	
9.2	Next Meeting & location	Monday 30 September 2019, Millicent & District Hospital & Health Service
9.3	Meeting Close	3:30pm

