

# Governing Board Minutes

## Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present and future. We also pay respect to the Cultural authority of Aboriginal people in attendance from other areas.

<b>Date:</b> 24 September 2021	<b>Time:</b> 09:00 to 13:24	<b>Location:</b> Microsoft Teams Meeting
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## Membership:

<b>(MW) Mark Whitfield</b> , Chairperson	P	<b>(GM) Geri Malone</b> , Board Member	P
<b>(GB) Garnett Brady PSM</b> , Board Member	A	<b>(KR) Karyn Reid</b> , Board Member	P
<b>(SG) Suzy Graham</b> , Board Member	P	<b>Vacant</b> - Board Member	
<b>(JL) John Lynch OAM</b> , Board Member	P		

## Regular Attendees:

<b>(CP) Craig Packard</b> , Chief Executive Officer	P	<b>(LT) Lisa Taylor</b> , Director Governance and Performance	A
<b>(AS) Amanda Semark</b> , Acting Director Governance and Performance	P		

## Invited Guests:

<b>(FT) Fran Thorn</b> , Healthcare Act Governance Changes Lead (9.30am Teams)	P	<b>(DM) Debbie Martin</b> , Director Rural Support Service (12pm in session)	P
<b>(BJ) Belinda Johnson</b> , Director People and Culture (10:30am Teams)	P	<b>NL (Nicole Luvisi)</b> , Finance Operations Manager (10:30am)	P
<b>AB (Amanda Bishop)</b> , People and Culture Project Officer (10:30am)	P		

<b>1. MEETING OPENING</b>		
1.1	Official Acknowledgement to Country	<p>Meeting opened at 09:03 with the Chair providing Acknowledgement to Country.</p> <p>The Chair welcomed all present via Microsoft Teams, noting the late change of meeting format due to COVID-19 related restrictions within FUNLHN health services.</p>
1.2	Present and Apologies	<p>Apologies were noted from GB and LT.</p> <p>AS welcomed as Acting Director Governance and Performance in LT absence.</p>
1.3	In Camera Board Discussion	Nil.
1.4	Conflict of Interest Declarations	<p>The Conflict of Interest Disclosure Register was tabled with the Chair requesting any declarations required be raised with tabled agenda items.</p> <p>No conflicts of interests were declared during the meeting and no changes to the Register requested.</p>
1.5	Confirmation of Previous Minutes	The minutes of the meeting held 27 August 2021 were endorsed and accepted as a true and accurate reflection of the meeting.
1.6	Actions Arising from Previous Minutes	<p>Updates to actions on the Action Register were provided via exception. Completed actions were agreed to be closed.</p> <p>The Chair thanked Board members for their feedback and responses regarding scheduling of the strategic discussion sessions in October 2021.</p> <p><b>Action:</b> AS to update Action Register. Completed actions to be removed and archived.</p>
1.7	Presentation to Board	<p>The Chair welcomed Fran Thorne (FT) to the meeting who joined via Microsoft Teams.</p> <p>FT provided a summary of her previous work with various State Governments across health in Australia.</p> <p>FT provided an overview of her role to undertake an independent review of the Health Care Act 2008 (the Act), specifically considering the effectiveness of the governance reforms of the South Australian Healthcare system that took effect from July 1 2019, including the extent to which the new governance and accountability framework has achieved its expected benefits in line with the objectives and principals of the Act.</p> <p>Key topics discussed included:</p> <ul style="list-style-type: none"> <li>• A lack of cohesion between Metropolitan Local Health Networks (LHNs) and Regional LHNs, particularly with workforce issues</li> </ul>
1.7.1	Fran Thorne	

		<ul style="list-style-type: none"> <li>• The governance role that Boards hold yet without the ability to alter the systems that govern operations within the LHNs.</li> <li>• Clarity and understanding of the roles and relationships between the LHNs and the Department for Health and Wellbeing (DHW).</li> <li>• Alignment of the Rural Support Service (RSS) under one of the Regional LHNs.</li> </ul> <p>CP highlighted FUNLHNs performance achieving a level one performance rating from the DHW against the Service Agreement.</p> <p>JL commended the cohesion between the Board and the Management Team sighting multiple hurdles that have been overcome since the Board's inception including; change of CEO, Chef Finance Office and Board Chair, in addition to facing and achieving Organisational wide Accreditation, all within a short timeframe.</p> <p>FT thanked the Board members for their commitment to their roles and for their time today.</p>
1.7.2	<p>Belinda Johnson                  Amanda Bishop                  Nicole Luvisi</p>	<p>Belinda Johnson (BJ), Director of People and Culture, joined with meeting via Microsoft Teams with Amanda Bishop, People and Culture Project Officer and Nicole Luvisi, Finance Operations Manager, to present the Organisational Chart project.</p> <p>BJ provided an overview of the project including how it commenced and the challenges and complexities faced in order to accurately align budgeted FTE against positions in CHRIS. BJ also thanked NL for her enormous contribution to the project.</p> <p>BJ presented the Organisational Chart design including a breakdown of the layout and information included on each chart and the proposed next steps of the project that is anticipated to see increased support for managers and increased efficiency for People and Culture staff by streamlining process, forms and information relating to role descriptions, correct completion of contract request forms and mandatory training requirements of each position.</p> <p>The Board queried frequency of reporting, BJ confirmed it is planned for monthly once established.</p> <p>BJ and team congratulated on a good presentation and the work completed that simplifies structures and processes for the LHN.</p>
1.7.3	<p>Debbie Martin</p>	<p>Debbie Martin (DM) joined the meeting via Microsoft Teams to present on RSS decision making process and draft RSS Memorandum of Administrative Agreement (MoAA).</p> <p>DM advised the previous Memorandum of Understanding has been updated in the form of an MoAA to reflect the new governance arrangements of the RSS.</p> <p>DM provided information relating to the RSS attempting to become a separate entity and utilising an external consultant to undertake a review and provide recommendations on the best way forward. The Board requested a copy of the Quote for</p>

		<p>Tender, DM happy to provide noting an announcement on the successful application will be made soon.</p> <p>DM provided an overview of the RSS decision making process and current governance structure.</p> <p>DM answered the Boards questions throughout the presentation regarding the relationship between the RSS and the host LHN, how the RSS works with LHN CEOs and timeframes for the external consultant to complete the review.</p> <p><b>Action:</b> AS to circulate draft MoAA to Board members and collate feedback. AS to circulate a copy of the Quote for Tender provided by DM.</p>
<b>2. MATTERS FOR DECISION</b>		
2.1	SA Health Policies	Nil Policies to table.
2.2	{2021-028} Service Agreement 2021-2022	<p>The proposed Service Agreement 2021-2022 was tabled with the recommendation that it be endorsed and accepted.</p> <p>CP noted there is some minor refinement that is occurring for funding and key performance indicator (KPI) sections but is not expected to change the overall Service Agreement. Additional financial allowances for Gayle's Law, including the Remote Area Clinics, will come as an annexure.</p> <p>The Board requested the additional financial allowances be confirmed in writing from the DHW prior to the Service Agreement being signed.</p> <p>The Chair queried the \$5,464,000 variance on page 25 of the Service Agreement and what the <i>non-cash items</i> expenditure consists of.</p> <p><b>Action:</b> AS to request written response from Bridgette Rau, Chief Finance Officer, regarding the Chair's query.</p> <p><b>Outcome:</b> The Service Agreement was endorsed noting the above request for confirmation in writing.</p>
2.3	{2021-029} Annual Summation of Outcomes – FUNLHN NSQHS Standards Committees	<p>The Annual Summation of Outcomes from the National Safety and Quality Health Service (NSQHS) Standards Governance Committees was tabled for discussion and decision regarding if the Board would like to receive the report annually and in what proforma.</p> <p>KR provided an overview of the new report highlighting the actions are aligned against both the NSQHS Standards for Accreditation purposes, as well as the FUNLHN Strategic Pillars.</p> <p>Following discussion, the Board agreed a summary report should be developed to accompany the detailed report that includes the outcomes mapped against the strategic pillars. The summary report will be reported to the Board annually while the detailed report will be reported to the both the Clinical Governance Committee and the Consumer and Community Engagement Committee.</p>

		<p><b>Outcome:</b> The future reporting proforma and frequency was endorsed by the Board as detailed above. KR to inform the Consumer and Community Engagement Committee.</p>
2.4	{2021-025} Board Finance and Performance Committee Terms of Reference	<p>The revised Terms of Reference for the Finance and Performance Committee was tabled for endorsement.</p> <p>JL provided an overview of the process undertaken for the second review highlighting the minimum number of meetings has reduced to six per annum. The outcome of the review is a flexible Committee that meets all needs required.</p> <p>JL thanked GM and staff involved.</p> <p><b>Outcome:</b> The Terms of Reference were endorsed by the Board.</p>
2.5	{2021-030} Bi-annual Strategic Risk Report	<p>The Bi-annual Strategic Risk Report was endorsed by circular resolution on 15 September 2021.</p>
<b>3. STRATEGIC DISCUSSIONS</b>		
3.1	Priorities of the Strategic Plan / KPI Reporting	<p>CP provided an update on the status of the operational plan development. Brett Humphrys, RSS, has facilitated a workshop with the Leadership Team that has identified priorities for this financial year, strategy leads, Governance Committee and strategic pillar alignment.</p> <p>The draft operational plan will be presented at the next Board meeting for consideration of how the Board's strategic priorities align with operational priorities.</p> <p><b>Action:</b> Draft Operational Plan to be provided at the October Governing Board meeting.</p>
3.2	SA Health Aged Care Strategy	<p>A briefing from Debbie Martin, RSS, to the Regional LHN CEOs, regarding RSS support to progress the four key areas of the Aged Care Strategy was tabled for information.</p> <p>CP noted the latest update from the DHW is their preference to fund and engage an external consultant to work with individual LHNs. CP supportive of the DHWs approach.</p> <p>The Board is supportive of engaging external expertise to progress this work in a timely manner with an expectation that an outcome will be available in the first quarter of 2022.</p> <p>It was noted the Aged Care Strategy has not been released yet.</p> <p><b>Action:</b> CP to provide feedback to Don Frater, Deputy Chief Executive DHW, of the Boards support to engage an external consultant.</p>

<b>4. BOARD COMMITTEE REPORTS</b>		
4.1	Consumer and Community Engagement Committee Report	<p>The Consumer and Community Engagement Committee Summary Report from the meeting held 3 September 2021 was tabled and noted.</p> <p>KR noted the South Australian Consumer, Carer and Community Feedback Strategic Framework for discussion, recommending it be endorsed for adoption as is for the FUNLHN, as opposed to FUNLHN developing their own framework.</p> <p><b>Outcome:</b> The Board endorsed the recommendation to immediately accept and adopt the Framework for use in the FUNLHN.</p>
4.2	Finance and Performance Committee Report	<p>The Finance and Performance Committee Summary report from the meeting held 16 September 2021 was tabled and noted. JL highlighted:</p> <ul style="list-style-type: none"> <li>• Both the Royal Flying Doctor Service contracts will be reviewed, and new service agreements developed.</li> <li>• FUNLHN have again received a level one performance rating from the DHW for the quarter ending 30 June 2021 and recommended a formal acknowledgement from the Board.</li> </ul> <p>JL confirmed the end of year projections regarding vacancies will include both FTE and funding factors once the Organisational Chart project progresses to that stage of co-reporting between Finance and Human Resources.</p> <p><b>Action:</b> FUNLHN performance report to be shared with the Board once received from the DHW. The Chair to formally acknowledge CP and staff on the outcome.</p>
4.3	Clinical Governance Committee Report	<p>GM provided a verbal report from the Clinical Governance Committee meeting held 15 September 2021. The reported covered key points including:</p> <ul style="list-style-type: none"> <li>• Reporting on critical workforce issues.</li> <li>• Significant unsatisfactory delays in patient up-transfers noted in the Safety Assessment Code (SAC) 1 and 2 incident reports.</li> <li>• Workforce gaps in the Renal Dialysis Unit, the waitlist and how it is being addressed.</li> <li>• Critical gaps in the Anesthetics roster for October.</li> </ul> <p>The Board held a discussion regarding delays in patient up-transfers and the distribution of medical officers across the state.</p>
4.4	Audit and Risk Committee Report	<p>The Chair noted the Audit and Risk Committee did not have a scheduled meeting since the last Board meeting, therefore no report was provided.</p>

<b>5. MATTERS FOR INFORMATION AND DISCUSSION</b>		
5.1	Chief Executive Officer (CEO) Report	<p>The September CEO report was tabled and noted. Key points from the report discussed included:</p> <ul style="list-style-type: none"> <li>• Preparedness for the upcoming BHP shutdown at Roxby Downs.</li> <li>• Anesthetic services.</li> <li>• COVID-19 vaccinations in Aboriginal communities.</li> <li>• Quorn GP replacement strategies.</li> <li>• Palliative Care services.</li> </ul>
5.2	FUNLHN Performance Report	The Performance report for the July 2021 reporting period was tabled and noted.
5.3	Work Health and Safety Summary Report	<p>The Work Health and Safety report for the period 1 April – 30 June 2021 was tabled and noted.</p> <p>The Board requested the report format be altered to provide more analysis and explanation, comparison and trending to ensure the report is informative and more useful for the Board.</p> <p><b>Action:</b> AS to work with Scott Collison, Senior Work Health and Safety Consultant, to re-design report for the next reporting period.</p>
5.4	Media Monitoring 26 August 2021	<p>An extract from the SA Health Media Monitoring report 26 August 2021 relating to the closure of Annie Lockwood Residential Aged facility was tabled for information.</p> <p>Nil further issues raised, JL noted his query related to a broader aged care discussion.</p>
<b>6. CORRESPONDENCE FOR NOTING</b>		
6.1	FUNLHN CEO Bulletin – 2021 I Work for SA Survey Results	Correspondence noted as provided out of session for information.
6.2	FUNLHN Insurance and Risk Management Agreement	Correspondence noted as provided out of session for information.
6.3	Minister Update – Services returning to Repat	Correspondence noted as provided out of session for information.
6.4	2022 State Election Caretaker Practices	Correspondence noted as provided out of session for information.
6.5	FUNLHN Aged Care Traineeships	Correspondence noted as provided out of session for information.
6.6	FUNLHN CEO Bulletin – COVID-19 Update	Correspondence noted as provided out of session for information.

6.7	Status of Overdue SA Health Policies	Correspondence noted as provided out of session for information.
6.8	SA Health Policy Governance and Framework	Correspondence noted as provided out of session for information.
<b>7. MEETING FINALISATION</b>		
7.1	New Business	
7.1.1	Gary Misan	CP reported Gary Misan, Whyalla Hospital and Health Services Health Advisory Council member, had a recent health scare and underwent heart surgery during the week.
7.1.2	Health Promotion	Discussion held regarding timeliness of conducting health promotion to the broader community, particularly around heart health, to maintain confidence in health services within the region.  <b>Action:</b> CP to explore avenues for health promotion in the community.
7.1.3	Board Vacancy	The Chair provided an update on progress to date advising it still had processes to complete
7.1.4	FUNLHN Clinical Engagement Strategy Launch	The scheduled launch of the Clinical Engagement Strategy was cancelled due to visitor restrictions imposed following COVID-19 exposure locations at Port Augusta. GM advised the Strategy will be launched in a different manner given this is the second time the public launch has been postponed or cancelled.  <b>Action:</b> AS to work with GM and KR to consider alternative arrangements to release the Clinical Engagement Strategy.
7.2	Meeting Scheduling	Nil discussion.
7.3	Meeting Evaluation	Nil discussion.
7.4	Next Meeting	<b>Date:</b> Friday 29 October 2021 <b>Time:</b> 9am <b>Venue:</b> Clare, location to be confirmed. <b>Invited Guest:</b> Scheduling to be confirmed.
7.5	Meeting Close	Meeting Closed at 13:24

**Signed: Mark Whitfield, FUNLHN Governing Board Chair**



**DATE: 29 October 2021**